



## Legislation Details (With Text)

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**File created:** 11/15/2018      **In control:** Board of Supervisors

**On agenda:** 12/18/2018      **Final action:** 12/18/2018

**Title:** Human Resources Department recommending the Board approve the following:  
 1) Revised class specifications for the Department of Human Resources: Sr. Human Resources Analyst and Human Resources Technician;  
 2) Revised class specification for the Planning and Building Department: Deputy Director of Building Services - Chief Building Official (Title change from: Deputy Director of Development Services - Building Official);  
 3) Revised County-wide class specification: Accountant/Auditor; and  
 4) Adopt and authorize the Chair to sign Resolution 254-2018 to approve the following:  
 a) Class specification title change from Deputy Director of Development Services - Building Official to Deputy Director of Building Services - Chief Building Official; and  
 b) The reclassification (reallocation) of one (1.0 FTE) position from Risk Analyst I/II to Human Resources Analyst I/II in the Human Resources Department.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Accountant-Auditor CLEAN 12-18-18, 2. A2 - Accountant-Auditor REDLINE 12-18-18, 3. B1 - Deputy Director of Building Services-Chief Building Official CLEAN 12-18-18, 4. B2 - Deputy Director of Building Services-Chief Building Official REDLINE 12-18-18, 5. C1 - Sr. Human Resources Analyst CLEAN 12-18-18, 6. C2 - Sr. Human Resources Analyst REDLINE 12-18-18, 7. D1 - Human Resources Technician CLEAN 12-18-18, 8. D2 - Human Resources Technician REDLINE 12-18-18, 9. E - Final Resolution 12-18-18, 10. F - Approved Blue Route 12-18-18, 11. Executed Resolution 254-2018

Date	Ver.	Action By	Action	Result
12/18/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve the following:  
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 3) Revised County-wide class specification: Accountant/Auditor; and  
 4) Adopt and authorize the Chair to sign Resolution **254-2018** to approve the following:  
 a) Class specification title change from Deputy Director of Development Services - Building Official to Deputy Director of Building Services - Chief Building Official; and  
 b) The reclassification (reallocation) of one (1.0 FTE) position from Risk Analyst I/II to Human Resources Analyst I/II in the Human Resources Department.

**FUNDING:** N/A

## DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval (Legistar # 16-0098) to implement, in phases, the County-Wide classification study.

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly-proposed class specifications and allocation changes. The following are the types of changes for Board consideration:

### 1) Revised class specifications

All sections in the class specifications were updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

### 2) Reclassifications

Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.

- a) For lateral reclassifications where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 1312.1.
- b) Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 1312.3.
- c) In cases of upward reclassifications, incumbents are not automatically upgraded when their positions are, and instead must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources by way of the Personnel Rule 306.1. The Director of Human Resources recommends waiving such as the incumbent(s) herein meet the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:
  - i. The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
  - ii. The incumbent has been in the position and has performed the upgraded class

- duties for the length of the probationary period of the new class.
- iii. The incumbent meets the minimum qualifications of the new classification.

The salary for upward reclassifications are proposed to be the nearest step within the new salary range that is not less than five percent more than the employee's former step in accordance with Personnel Rule 1312.2.

### **Department of Human Resources**

#### *Department-specific class specifications:*

- Sr. Human Resources Analyst
  - Class specification revisions only.
- Human Resources Analyst I/II
  - Proposed lateral reclassification of one (1.0 FTE) Risk Analyst I/II position.
    - *The position will be vacant effective December 14, 2018. The Risk Analyst I/II salary is the same as the Human Resources Analyst I/II; therefore there will be no financial impact.*
- Human Resources Technician
  - Class specification revisions only.

### **Department of Planning and Building**

#### *Department-specific class specification:*

- Deputy Director of Building Services - Chief Building Official
  - Class specification revisions and title change from Deputy Director of Development Services - Building Official

Please note that the following classification is used throughout the County; therefore, this class specification may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases.

### **County-Wide Classification**

- Accountant/Auditor
  - Class specification revisions only.
    - Proposed revisions are the result of the review/feedback for a UM position.

### **ALTERNATIVES**

The Board could choose not to adopt and approve any of the recommendations listed herein and request that revisions be made.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office and Department of Planning and Building

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The changes to classification titles and specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

The one lateral reclassification in the Human Resources Department (Risk Analyst I/II to Human Resources Analyst I/II) will not result in any financial impact due to the salary ranges of the classifications being exactly the same.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a fully executed Resolution to the Katie Lee in Human Resources.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources