



Legislation Details (With Text)

File #: 18-1472 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 9/14/2018 **In control:** Board of Supervisors

On agenda: 10/9/2018 **Final action:** 10/9/2018

Title: Human Resources Department recommending the Board:
 1) Approve and adopt the revised class specifications for the Chief Administrative Office: Parks Manager and Procurement and Contracts Manager;
 2) Approve and adopt the revised Environmental Management Department class specification: Geologist;
 3) Approve and adopt the revised Human Resources Department class specification: Risk Manager;
 4) Approve and adopt the revised Surveyor's Office class specifications: Deputy Surveyor, Geographic Information Systems Analyst I/II, Geographic Information Systems Manager (Title Change from Manager of Geographic Information Systems), Geographic Information Systems Technician I/II (Title Change from Geographic Information Systems Specialist I/II), and Sr. Geographic Information Systems Analyst; and
 5) Adopt and authorize the Chair to sign Resolution 212-2018 approving the following title changes: Manager of Geographic Information Systems to Geographic Information Systems Manager and Geographic Information Systems Specialist I/II to Geographic Information Systems Technician I/II.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Parks Manager CLEAN 10-9-18, 2. A2 - Parks Manager REDLINE 10-9-18, 3. B1 - Procurement and Contracts Manager CLEAN 10-9-18, 4. B2 - Procurement and Contracts Manager REDLINE 10-9-18, 5. C1 - Geologist CLEAN 10-9-18, 6. C2 - Geologist REDLINE 10-9-18, 7. D1 - Risk Manager CLEAN 10-9-18, 8. D2 - Risk Manager REDLINE 10-9-18, 9. E1 - Sr. GIS Analyst CLEAN 10-9-18, 10. E2 - Sr. GIS Analyst REDLINE 10-9-18, 11. F1 - Deputy Surveyor CLEAN 10-9-18, 12. F2 - Deputy Surveyor REDLINE 10-9-18, 13. G1 - GIS Analyst I-II CLEAN 10-9-18, 14. G2 - GIS Analyst I-II REDLINE 10-9-18, 15. H1 - GIS Manager CLEAN 10-9-18, 16. H2 - GIS Manager REDLINE 10-9-18, 17. I1 - GIS Technician I-II CLEAN 10-9-18, 18. I2 - GIS Technician I-II REDLINE 10-9-18, 19. J - Final Resolution 10-9-18, 20. K - Approved Blue Route 10-9-18, 21. Executed Resolution 216-2018, 22. Executed Resolution 212-2018

Date	Ver.	Action By	Action	Result
10/9/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
 1) Approve and adopt the revised class specifications for the Chief Administrative Office: Parks Manager and Procurement and Contracts Manager;
 2) Approve and adopt the revised Environmental Management Department class specification: Geologist;
 3) Approve and adopt the revised Human Resources Department class specification: Risk Manager;
 4) Approve and adopt the revised Surveyor's Office class specifications: Deputy Surveyor, Geographic Information Systems Analyst I/II, Geographic Information Systems Manager (Title Change from Manager of Geographic Information Systems), Geographic Information Systems Technician I/II (Title Change from Geographic Information Systems Specialist I/II), and Sr.

Geographic Information Systems Analyst; and

5) Adopt and authorize the Chair to sign Resolution **212-2018** approving the following title changes: Manager of Geographic Information Systems to Geographic Information Systems Manager and Geographic Information Systems Specialist I/II to Geographic Information Systems Technician I/II.

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. 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.

Chief Administrative Office

Department-specific class specifications:

- Parks Manager
 - Class specification revisions only
- Procurement and Contracts Manager
 - Class specification revisions only

Environmental Management

Department-specific class specification:

- Geologist
 - Class specification revisions only

Human Resources Department

Department-specific class specification:

- Risk Manager
 - Class specification revisions only

Surveyor's Office

Department-specific class specifications:

- Deputy Surveyor
 - Class specification revisions only
- Geographic Information Systems Analyst I/II
 - Class specification revisions only
- Geographic Information Systems Manager

- Class specification revisions and title change from Manager of Geographic Information Systems
- Geographic Information Systems Technician I/II
 - Class specification revisions and title change from Geographic Information Systems Specialist I/II
- Sr. Geographic Information Systems Analyst
 - Class specification revisions only

ALTERNATIVES

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

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1), and El Dorado County Managers' Association

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The changes to class specifications will not result in any financial impact, as there is no corresponding personnel movement or changes to the compensation structure

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources