



Legislation Text

File #: 19-0379, **Version:** 1

Human Resources Department recommending the Board approve and adopt the following:

- 1) Revised class specifications for the Probation Department: Deputy Probation Officer I/II and Sr. Deputy Probation Officer; and
- 2) Revised class specification for the Treasurer Tax-Collector's Office: Sr. Revenue Recovery Officer.

FUNDING: General Fund.

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 is being presented to the Board for consideration:

- 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.

Probation Department

Department-specific class specification:

- Deputy Probation Officer I/II
 - Class specification revisions only
- Sr. Deputy Probation Officer
 - Class specification revisions only

Treasurer Tax-Collector's Office

Department-specific class specification:

- Sr. Revenue Recovery Officer
 - Class specification revisions only

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

El Dorado County Employees' Association (Local 1) and El Dorado County Probation Officers Association

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources