



Legislation Details

File #:	18-0350	Version:	1
Type:	Agenda Item	Status:	Approved
File created:	2/23/2018	In control:	Board of Supervisors
On agenda:	3/20/2018	Final action:	3/20/2018
Title:	Human Resources Department recommending the Board approve the following: 1) Revised department-specific class specifications for the Board of Supervisors Department: Clerk of the Board of Supervisors, Deputy Clerk of the Board I/II, and Supervisor's Assistant; 2) Revised department-specific class specifications for the Chief Administrative Office- Administration and Economic Development Divisions: Assistant Chief Administrative Officer, Management Analyst I/II (Title Change from CAO Administrative Analyst I/II), Chief Administrative Officer, Communications and Outreach Manager, Deputy Chief Administrative Officer, and Principal Management Analyst (Title Change from Principal Administrative Analyst); 3) Revised department-specific class specifications for the Elections Department: Assistant Registrar of Voters, Elections Technician I/II, and Precinct Planning Specialist; 4) Revised department-specific class specifications for the Library Department: Director of Library Services, Early Childhood Literacy Specialist, Library Assistant I/II, Librarian I/II, Library Circulation Supervisor, Librarian Supervisor (Title Change from Supervisor Librarian), Library Systems Technician, Museum Administrator, and Sr. Library Assistant; 5) Revised department-specific class specifications for the Recorder-Clerk's Office: Assistant County Recorder, Microfilm/Imaging Technician I/II, Recorder-Clerk Services Supervisor, Recorder Document Examiner/Indexer I/II (Title Change from Recordable Document Examiner/Indexer I/II), and Sr. Recorder Document Examiner/Indexer (Combination and Title Change from two class specifications: Sr. Recordable Document Examiner and Sr. Recordable Document Indexer); 6) Revised department-specific class specification for the Veterans Department: Veterans Services Officer; 7) Newly-created County-wide Administrative Assistant I/II class specification; 8) Revised County-wide class specifications: Administrative Analyst I/II, Administrative Technician, Executive Assistant, Fiscal Assistant I/II, Information Technology Department Coordinator, and Information Technology Department Specialist; 9) Adopt and authorize the Chair to sign Resolution 040-2018 to approve the following: a) The Job Class Number (JCN), salary range, and bargaining unit for the Administrative Assistant I/II classification; b) The upward reclassification/allocation for 1.0 FTE from Sr. Office Assistant to Administrative Assistant II (CO) in the CAO - Economic Development Division; c) The reclassification/allocation for 1.0 FTE from Administrative Technician to Administrative Assistant II in the Elections Department and Y-Rate the incumbent's salary; d) The upwards reclassification/allocation for 1.0 FTE from Administrative Technician (CO) to Administrative Analyst II (CO) in the Library Department; e) The classification title change from Principal Administrative Analyst to Principal Management Analyst; f) The classification title change from Supervising Librarian to Librarian Supervisor; g) The classification title change from Recordable Document Examiner/Indexer I/II to Recorder Document Examiner/Indexer I/II; h) The classification title change from Sr. Recordable Document Examiner and Sr. Recordable Document Indexer to Sr. Recorder Document Examiner/Indexer; and i) The classification title change from CAO Administrative Analyst I/II to Management Analyst I/II. (Est. Time: 20 Min.)		
FUNDING:	Minor cost impact related to items 9.c. and 9.e., estimated at less than \$10,000 (General Fund)		

Sponsors:

Indexes:

Code sections:

Attachments:

1. A1 - CLEAN Clerk of the Board of Supervisors 3-20-18, 2. A2 - REDLINE Clerk of the Board of Supervisors 3-20-18, 3. B1 - CLEAN Deputy Clerk of the Board I-II 3-20-18, 4. B2 - REDLINE Deputy Clerk of the Board I-II 3-20-18, 5. C1 - CLEAN Supervisor's Assistant 3-20-18, 6. C2 - REDLINE Supervisor's Assistant 3-20-18, 7. E1 - CLEAN Assistant Chief Administrative Officer 3-20-18, 8. E2 - REDLINE Assistant Chief Administrative Officer 3-20-18, 9. F1 - CLEAN Management Analyst I-II 3-20-18, 10. F2 - REDLINE Management Analyst I-II 3-20-18, 11. G1 - CLEAN Chief Administrative Officer 3-20-18, 12. G2 - REDLINE Chief Administrative Officer 3-20-18, 13. H1 - CLEAN Communications Outreach Mgr 3-20-18, 14. H2 - REDLINE Communications Outreach Mgr 3-20-18, 15. I1 - CLEAN Deputy Chief Administrative Officer 3-20-18, 16. I2 - REDLINE Deputy Chief Administrative Officer 3-20-18, 17. K1 - CLEAN Principal Mangement Analyst 3-20-18, 18. K2 - REDLINE Principal Mangement Analyst 3-20-18, 19. L - CAO Salmon Class Report 3-20-18, 20. M1 - CLEAN Assistant Registrar of Voters 3-20-18, 21. M2 - REDLINE Assistant Registrar of Voters 3-20-18, 22. N1 - CLEAN Elections Technician I-II 3-20-18, 23. N2 - REDLINE Elections Technician I-II 3-20-18, 24. O1- CLEAN Precinct Planning Specialist 3-20-18, 25. O2- REDLINE Precinct Planning Specialist 3-20-18, 26. P - Elections Class Study Report 3-20-18, 27. Q1 - CLEAN Director of Library Services 3-20-18, 28. Q2 - REDLINE Director of Library Services 3-20-18, 29. R1 - CLEAN Early Childhood Literacy Specialist 3-20-18, 30. R2 - REDLINE Early Childhood Literacy Specialist 3-20-18, 31. S1 - CLEAN Librarian I-II 3-20-18, 32. S2 - REDLINE Librarian I-II 3-20-18, 33. T1 - CLEAN Librarian Supervisor 3-20-18, 34. T2 - REDLINE Librarian Supervisor 3-20-18, 35. U1 - CLEAN Library Assistant I-II 3-20-18, 36. U2 - REDLINE Library Assistant I-II 3-20-18, 37. V1 - CLEAN Library Circulation Supervisor 3-20-18, 38. V2 - REDLINE Library Circulation Supervisor 3-20-18, 39. W1 - CLEAN Library Systems Technician 3-20-18, 40. W2 - REDLINE Library Systems Technician 3-20-18, 41. X1 - CLEAN Museum Administrator 3-20-18, 42. X2 - REDLINE Museum Administrator 3-20-18, 43. Y1 - CLEAN Sr. Library Assistant 3-20-18, 44. Y2 - REDLINE Sr. Library Assistant 3-20-18, 45. Z1 - CLEAN Assistant County Recorder 3-20-18, 46. Z2 - REDLINE Assistant County Recorder 3-20-18, 47. AA1 - CLEAN Microfilm-Imaging Technician I-II 3-20-18, 48. AA2 - REDLINE Microfilm-Imaging Technician I-II 3-20-18, 49. BB1 - CLEAN Recorder Document Examiner-Indexer I-II 3-20-18, 50. BB2 - REDLINE Recorder Document Examiner-Indexer I-II 3-20-18, 51. CC1 - CLEAN Recorder-Clerk Services Supervisor 3-20-18, 52. CC2 - REDLINE Recorder-Clerk Services Supervisor 3-20-18, 53. DD1 - CLEAN Sr. Recorder Document Examiner-Indexer 3-20-18, 54. DD2 - REDLINE Sr. Recorder Document Examiner-Indexer A 3-20-18, 55. DD3 - REDLINE Sr. Recorder Document Examiner-Indexer B 3-20-18, 56. EE1 - CLEAN Veterans Service Officer 3-20-18, 57. EE2 - REDLINE Veterans Service Officer 3-20-18, 58. FF1 - CLEAN Administrative Analyst I-II 3-20-18, 59. FF1 - Revised CLEAN Administrative Analyst I-II 3-20-18 (1), 60. FF2 - REDLINE Administrative Analyst I-II 3-20-18, 61. FF2 - Revised REDLINE Administrative Analyst I-II 3-20-18 BOS Rcvd 3-15-18, 62. GG - CLEAN Administrative Assistant I-II 3-20-18, 63. HH1 - CLEAN Administrative Technician 3-20-18, 64. HH2 - REDLINE Administrative Technician 3-20-18, 65. II1 - CLEAN Executive Assistant 3-20-18, 66. II2 - REDLINE Executive Assistant 3-20-18, 67. JJ1 - CLEAN Fiscal Assistant I-II 3-20-18, 68. JJ2 - REDLINE Fiscal Assistant I-II 3-20-18, 69. KK1 - CLEAN IT Department Coordinator 3-20-18, 70. KK2 - REDLINE IT Department Coordinator 3-20-18, 71. LL1 - CLEAN IT Department Specialist 3-20-18, 72. LL2 - REDLINE IT Department Specialist 3-20-18, 73. MM - Resolution Class Study Implementation 3-20-18, 74. Executed Resolution 040-2018

Date	Ver.	Action By	Action	Result
3/20/2018	1	Board of Supervisors	Approved	Pass