



## Legislation Text

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**File #:** 20-0102, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve and adopt the revised County-wide class specification of Executive Assistant; and
- 2) Adopt and authorize the Chair to sign Resolution **017-2020** to approve, due to lateral reclassification:
  - a) The deletion of 1.0 FTE Executive Assistant to the CAO position and the addition of 1.0 FTE Executive Assistant position in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.;
  - b) The deletion of 1.0 FTE Executive Assistant-Law & Justice position and the addition of 1.0 FTE Executive Assistant position in the Probation Department where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.;
  - c) The deletion of 1.0 FTE Executive Assistant-Law & Justice position and the addition of 1.0 FTE Executive Assistant position in the Public Defender's Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.;
  - d) The deletion of 1.0 FTE Executive Assistant-Law & Justice position and the addition of 1.0 FTE Executive Assistant position in the Sheriff's Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.;
  - e) The abolishment of the Executive Assistant to the CAO classification; and
  - f) The abolishment of the Executive Assistant-Law & Justice classification.

**FUNDING:** General Fund, other.

### **DISCUSSION / BACKGROUND**

One of the County's overall classification goals are to consolidate classifications that are similar in nature and the scope of duties and responsibilities. As such, Human Resources is recommending to consolidate the Executive Assistant to the CAO and Executive Assistant-Law & Justice classifications into the existing broad Executive Assistant classification. The Executive Assistant class specification has been updated to reflect current programs, responsibilities, and technology of all three classifications.

Initially, the Executive Assistant classification salary was less than the Executive Assistant to the CAO and the Executive Assistant-Law & Justice; however, the Chief Administrative Office is bringing forth an item today (February 4, 2020 - Legistar #: 20-0122) which increases the salaries for all three classifications and ultimately aligns all three. Should this item be approved by the Board, the proposed reclassifications listed below will be considered lateral reclassifications:

### **Chief Administrative Office**

- Lateral reclassification of 1.0 FTE from Executive Assistant to the CAO to Executive Assistant

in accordance with Personnel Rule 507.1.1:

- (a) The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority; and
- (b) The incumbent meets the minimum qualifications of the new class.
- At the direction of the department head, the incumbent will serve a new probationary period in accordance with Personnel Rule 1202.1(g).
- If Legistar # 20-0122 is approved, consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

### **Probation Department**

- Lateral reclassification of 1.0 FTE from Executive Assistant-Law & Justice to Executive Assistant in accordance with Personnel Rule 507.1.1:
  - (a) The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority; and
  - (b) The incumbent meets the minimum qualifications of the new class.
- The probationary period is being waived at the request of the appointing authority and the approval of the Director in accordance with Personnel Rule 1202.1(g).
- If Legistar # 20-0122 is approved, consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

### **Public Defender's Office**

- Lateral reclassification of 1.0 FTE from Executive Assistant-Law & Justice to Executive Assistant in accordance with Personnel Rule 507.1.1:
  - (a) The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority; and
  - (b) The incumbent meets the minimum qualifications of the new class.
- The probationary period is being waived at the request of the appointing authority and the approval of the Director in accordance with Personnel Rule 1202.1(g).
- If Legistar # 20-0122 is approved, consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

### **Sheriff's Office**

- Lateral reclassification of 1.0 FTE from Executive Assistant-Law & Justice to Executive Assistant in accordance with Personnel Rule 507.1.1:
  - (a) The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority; and
  - (b) The incumbent meets the minimum qualifications of the new class.
- The probationary period is being waived at the request of the appointing authority and the approval of the Director in accordance with Personnel Rule 1202.1(g).
- If Legistar # 20-0122 with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

If item 20-0122 is not approved, then HR will need to continue this item in order to reassess the type of reclassifications being requested.

Lastly, should the Board approve the abovementioned lateral reclassifications, Human Resources is

recommending that the Board approve abolishing the Executive Assistant to the CAO and the Executive Assistant-Law & Justice classifications.

### **ALTERNATIVES**

The Board could choose not to approve the revised class specification and request that revisions be made. Additionally, the Board could choose not to approve in part or whole the recommended lateral reclassifications.

### **PRIOR BOARD ACTION**

The Executive Assistant class specification was last adopted on March 20, 2018 - Legistar #: 18-0350.

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

Chief Administrative Office  
Probation  
Public Defender  
Sheriff

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

There are no financial implications related to approving and adopting the revised class specification and the lateral reclassifications.

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

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

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources