



## Legislation Text

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**File #:** 22-0563, **Version:** 1

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Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **050-2022** deleting 2.0 full time equivalent (FTE) Administrative Analyst I/II allocations and the addition of 2.0 FTE Sr. Administrative Analyst allocations in the Transportation Department, and waive the competitive recruitment and selection process at the request of the appointing authority in accordance with Personnel Rule 507.1.2.

**FUNDING:** Various funding sources as detailed in the Department of Transportation's Capital Improvement Program, including federal, state and local funding.

### **DISCUSSION / BACKGROUND**

Over the past years, the Human Resources Department (HR) has been working to implement a consistent County-wide classification structure by reclassifying employees to classifications that better align with their duties and responsibilities.

Therefore, HR is recommending the Board approve the upward reclassification of 2.0 FTE Administrative Analyst II's (positions 3236 and 3237) to 2.0 FTE Sr. Administrative Analyst in the Transportation Department.

- The competitive recruitment and selection process is being waived by the Board of Supervisors in accordance with Personnel Rule 507.1.2.
- The probationary period is being waived at the request of the Director of Transportation with approval from the Human Resources Director.
- The salary is consistent with Personnel Rule 612, Salary on Reclassification, specifically 612.2, Upward Reclassification.

### **ALTERNATIVES**

The Board could choose not to approve the recommendation herein and direct Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

N/A

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

Public Employees, Local #1  
Transportation Department

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The approximate additional cost for the reclassifications is \$4,900 for the remainder of Fiscal Year 2021-22. There are sufficient Salaries and Benefits savings to cover the increased cost for the

remainder of the fiscal year. The approximate increased cost in Fiscal Year 2022-23 is \$21,800.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Joseph Carruesco, Director of Human Resources