



Legislation Text

File #: 21-1260, **Version:** 1

Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution ~~103-2021~~ **115-2021** to approve, due to an upward reclassification, the deletion of 1.0 FTE Sr. Administrative Analyst allocation and addition of 1.0 FTE Administrative Analyst Supervisor allocation in the Health and Human Services Agency; and
- 2) Waive the requirement for filling the Administrative Analyst Supervisor position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 507.1.2 of the Personnel Rules.

FUNDING: Funded through Health and Human Services Agency Programs via the Indirect Cost Rate.

DISCUSSION / BACKGROUND

The Human Resources Department (HR) received a request from the Health and Human Services Agency (HHSA) to conduct a classification study of a Sr. Administrative Analyst position believed to be working out of class as an Administrative Analyst Supervisor.

HR conducted a classification study as indicated below in which HR used a whole-job analysis approach. This methodology analyzed the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications which are required to perform the work. This approach compared jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

In conducting this classification study, HR performed the following tasks:

1. Reviewed incumbent submitted and supervisor and manager reviewed Position Description Questionnaire (PDQ);
2. Reviewed classification request form submitted by HHSA;
3. Scheduled and conducted interview with the incumbent;
4. Scheduled and conducted interview with the Fiscal Manager;
5. Analyzed all of the information gathered to identify scope and level of work performed as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work;
6. Compared the job duties of the position to the current classification as well as other classifications in the Administrative Analyst series to determine if there was a match; and
7. Developed a Classification Study Report.

As the position classification study revealed, over the last two years the incumbent has been performing the higher level duties and meets the qualifications for the Administrative Analyst Supervisor position. HR is recommending the Board approve the upward reclassification of 1.0 FTE

Sr. Administrative Analyst to Administrative Analyst Supervisor.

- The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless the position reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following conditions are met: (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; (c) The incumbent meets the minimum qualifications of the new class; and (d) the competitive recruitment and selection process is waived by the Board of Supervisors.
- Upon approval of the Board, all conditions under 507.1.2 for the upward reclassification and waiver of examination will be met, and the requirement for filling an Administrative Analyst Supervisor position through a competitive examination process will be waived, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

ALTERNATIVES

The Board could choose not to approve the proposed upward reclassification and corresponding allocation changes, and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association, Local 1
Health and Human Services Agency

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

This reclassification will result in an approximate increase of \$5,800 in Indirect Cost to the Health and Human Services Agency. This represents the difference between the addition of an Administrative Analyst Supervisor and deletion of a Sr. Administrative Analyst on an annual basis. Sufficient savings exist in the Fiscal Year 2021-22 budget to cover this increase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Jordan Meyer and Lauren Montalvo in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources