



## Legislation Text

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**File #:** 19-1074, **Version:** 1

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

- 1) Revised class specifications for the Health and Human Services Agency: Cook I/II and Deputy Public Guardian I/II;
- 2) Revised class specification for the Planning and Building Department: Assistant Planner/Associate Planner;
- 3) New class specification for Planning and Building Department: Storm Water Program Coordinator; and
- 4) Adopt and authorize the Chair to sign Resolution **119-2019** to approve the following:
  - a) Salary range, job class number, and bargaining unit for the new classification of Storm Water Program Coordinator;
  - b) Due to an upward reclassification, deletion of 1.0 FTE Executive Assistant position and the addition of 1.0 FTE Administrative Technician position (and the corresponding bargaining unit change from CO to GE) in the Health and Human Services Agency;
  - c) Due to lateral reclassifications, deletion of 3.0 FTE Department Analyst I/II positions and the addition of 3.0 FTE Administrative Analyst I/II positions in the Chief Administrative Office;
  - d) Due to a lateral reclassification, deletion of 1.0 FTE Sr. Department Analyst position and the addition of 1.0 FTE Sr. Administrative Analyst position in the Chief Administrative Office;
  - e) Due to lateral reclassifications, deletion of 2.0 FTE Department Analyst I/II positions and the addition of 2.0 FTE Administrative Analyst I/II positions in the Probation Department; and
  - f) Due to lateral reclassifications, deletion of 2.0 FTE Assistant in Civil Engineering positions and the addition of 2.0 FTE Storm Water Program Coordinator positions in the Planning and Building Department.

**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 Item 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 are the types of changes for Board consideration:

1) 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.

2) Reclassifications

Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.

- a) Lateral Reclassifications - Where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.
- b) Downward Reclassifications - Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.
- c) Upward Reclassifications - Consistent with Personnel Rule 507.1 incumbents are not automatically moved to the higher class when their positions are reclassified upward, but must compete through competitive recruitment and selection process in accordance with these Rules, unless:
  1. The reclassification resulted from a class study which affects all employees in a department, a major division of a department, or an occupational field, and the following conditions are met:
    - (a) The competitive recruitment and selection process is waived by the Director at the request of the appointing authority; and
    - (b) The incumbent meets the minimum qualifications of the new class.
  - OR
  2. 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; and
    - (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; and

- (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.

Furthermore, salaries for upward reclassifications are proposed to be set consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.2, Upward Reclassification, and Personnel Rule 608, Salary on Promotion.

### **Chief Administrative Office**

One of the K&A recommendations from the class study was to reclassify certain Department Analyst I/II positions to the newly created class of Administrative Analyst I/II and also reclassify certain Sr. Department Analyst positions to the newly created class of Sr. Administrative Analyst. The Board last adopted the Administrative Analyst I/II class specification in May 2018 (Legistar # 18-0702) and the Sr. Administrative Analyst class specification in December 2018 (Legistar # 18-1870).

With the FY 2019-20 Recommended Budget, Authorized Personnel Allocation Resolution (Resolution 105-2019, Legistar # 19-0997), any vacant Department Analyst or Sr. Department Analyst positions were reclassified as an Administrative Analyst or Sr. Administrative Analyst, respectively, to align with K&A's recommendation of reclassifying certain Department Analyst positions. During this conversion, a Sr. Department Analyst position that was being deleted with the FY 2019-20 Recommended Budget was mistaken for a vacant position and reclassified as a Sr. Administrative Analyst. This was an error as there are currently 4.0 FTE Sr. Department Analysts; however the Personnel Resolution only allocates 3.0 FTE. A similar error was made where a currently filled Department Analyst I/II was reclassified as an Administrative Analyst I/II within the Authorized Personnel Allocation Resolution.

### Sr. Department Analyst / Sr. Administrative Analyst

The Authorized Personnel Allocation adopted on 6/25/2019 allocated 3.0 FTE Sr. Department Analysts in the CAO's Office, when the allocations presented should have reflected 4.0 FTE Sr. Department Analyst allocations.

In addition, the Authorized Personnel Allocation adopted on 6/25/2019 allocated 2.0 FTE Sr. Administrative Analysts in the CAO's Office, when the allocations presented should have reflected 1.0 FTE Sr. Administrative Analyst allocation.

Overall, there are 5.0 FTE allocated positions between the two classifications.

Therefore, HR is recommending the following:

- Add 1.0 FTE Sr. Department Analyst allocation for a total of 4.0 allocations, and delete 1.0 FTE Sr. Administrative Analyst allocation for a total of 1.0 allocation.
  - Prior to recommending reclassifications to the Board, Human Resources will be engaging the remaining employees in this department currently classified as Sr. Department Analyst, as well as the union. In the meantime, it is necessary to correct the error in allocations.

### Department Analyst I/II / Administrative Analyst I/II

The Authorized Personnel Allocation adopted on 6/25/2019 allocated 3.0 FTE Department Analyst I/II's in the CAO's Office, when the allocations presented should have reflected 4.0 FTE Department Analyst I/II allocations.

In addition, the Authorized Personnel Allocation adopted on 6/25/2019 allocated 8.0 FTE Administrative Analyst I/II's in the CAO's Office, when the allocations presented should have reflected 7.0 FTE Administrative Analyst I/II allocations.

Overall, there are 11.0 FTE allocated positions between the two classifications.

Therefore, HR is recommending the following:

- Lateral reclassification of 4.0 FTE positions from Department Analyst I/II to Administrative Analyst I/II.
  - All incumbents are currently at the I-level and will remain at the I-level.
    - Salaries for all incumbents will remain unchanged due to Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.

Due to the fact that the respective classifications have the same salaries (e.g., Department Analyst I/II and Administrative Analyst I/II), there is no financial impact to the County with regard to the proposed allocation changes.

### **Health and Human Services Agency**

#### *Department-specific class specifications:*

- Cook I-II
  - Class specification revisions only.
- Deputy Public Guardian I-II
  - Class specification revisions only.
- Administrative Technician
  - Upward reclassification of 1.0 FTE from Executive Assistant to Administrative Technician (see the attached classification report - Appendix C).
    - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
    - With this change, Human Resources is recommending the bargaining unit also be changed from CO to GE.
  - In accordance with Personnel Rule 507.1, the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority.

### **Planning and Building Department**

#### *Department-specific class specifications:*

- Assistant/Associate Planner

- Class specification revisions only.
- Storm Water Program Coordinator
  - New class specification.
    - Given the limited market data for this proposed classification, Human Resources set this salary based on internal alignment.
    - Lateral reclassification of 2.0 FTE positions from Assistant in Civil Engineering to Storm Water Program Coordinator.
    - Salaries for all incumbents will remain unchanged due to Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.

### **Probation Department**

One of the K&A recommendations from the class study was to reclassify certain Department Analyst I/II positions to the newly created class of Administrative Analyst I/II and also reclassify certain Sr. Department Analyst positions to the newly created class of Sr. Administrative Analyst. The Board last adopted the Administrative Analyst I/II class specification in May 2018 (Legistar # 18-0702) and the Sr. Administrative Analyst class specification in December 2018 (Legistar # 18-1870).

Therefore, HR is recommending the following:

- Lateral reclassification of 2.0 FTE positions from Department Analyst I/II to Administrative Analyst I/II.
  - One incumbent is currently at the I-level and will remain at the I-level, and one incumbent is currently at the II-level and will remain at the II-level.
    - Salaries for all incumbents will remain unchanged due to Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.

### **ALTERNATIVES**

The Board could choose not to adopt the revised class specifications or approve the proposed reclassifications and direct Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

See above.

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

El Dorado County Employees' Association (Local 1)

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The approval and adoption of new and revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

The lateral reclassifications will also not result in any financial impact, as incumbent salaries will remain the same.

The upward reclassification of Executive Assistant to Administrative Technician in the Health and Human Services Agency will result in an annual increase of approximately \$1,800.

**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