



Legislation Text

File #: 20-0391, **Version:** 1

Human Resources Department recommending the Board:

- 1) Approve and adopt the department-specific class specifications for the Department of Child Support Services: Child Support Attorney I-IV, Child Support Investigator I/II, Child Support Specialist I/II, Child Support Specialist III, and Child Support Supervisor;
- 2) Approve and adopt the department-specific class specifications for Health and Human Services Agency: Eligibility Specialist Trainee I/II, Eligibility Specialist III, Eligibility Supervisor, Employment and Training Worker I/II, Employment and Training Worker III, and Employment and Training Worker Supervisor;
- 3) Approve the use of the County Office Assistant I/II class specification for Child Support Services and Health and Human Services Agency previous Merit System Services Office Assistant I/II positions in lieu of the Merit System Services class specification;
- 4) Approve the use of the County Administrative Assistant I/II class specification for the Health and Human Services Agency previous Merit System Services Administrative Assistant I/II position in lieu of the Merit System Services class specification;
- 5) Approve the use of the County Deputy Director, Health and Human Services Agency class specification for the Health and Human Services Agency previous Merit System Services Deputy Director position in lieu of the Merit System Services class specification;
- 6) Adopt and authorize the Chair to sign Resolution **055-2020** to approve multiple allocation changes as noted in this Board item. As noted, the competitive recruitment and selection process for all reclassifications (both lateral and upward) for filled positions is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

FUNDING: State - 37%, Federal - 54%, Realignment - 9%.

DISCUSSION / BACKGROUND

On February 11, 2020, Human Resources brought to the Board, and the Board approved, the proposition to move forward with transitioning applicable Department of Child Support Services (CSS) and Health and Human Services Agency (HHSA) positions from Merit System Services (MSS). Through this transition, the County would no longer be considered an Interagency Merit System (IMS) county, and would now be considered an Approved Local Merit System (ALMS) county. Human Resources has been working with MSS, a division of CPS HR Consulting, to both finalize a transition date and wrap up in-progress MSS recruitments. In order for the ALMS transition to occur, the County must 1) adopt class specifications that were formerly used for IMS counties, and 2) identify MSS class specifications that can easily be transferred to County class specifications based on the duties, knowledge, and abilities (e.g., the MSS classification of Office Assistant III to the County classification Sr. Office Assistant).

In the instances where the County is requesting to adopt new class specifications, Human Resources took the liberty to 1) put the MSS class specifications into the County's pre-determined format, 2) clarify duty statements, 3) address grammatical and punctuation errors, and 4) include standard

knowledge and ability statements that are utilized for most County classifications.

Human Resources worked with the respective departments, employees, and unions to finalize the class specifications being brought before the Board for adoption. Additionally, Human Resources notified all parties mentioned of any proposed lateral and upward reclassifications.

Given the information above, Human Resources is requesting the approval and adoption of the following actions for each department:

Child Support Services

Adopt class specification only for the following classes:

1. Child Support Attorney I-IV
2. Child Support Investigator I/II
3. Child Support Specialist I/II
4. Child Support Specialist III
5. Child Support Supervisor

Approve the County class specification to be utilized for the following classification in lieu of the MSS class specification:

- Office Assistant I/II

Approve the following lateral reclassifications:

- Delete 2.0 FTE Accounting Technician allocations and add 2.0 Fiscal Technician allocations.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.
- Delete 1.0 FTE Staff Services Analyst I/II allocation and add 1.0 Administrative Analyst I/II allocation.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.
- Delete 1.0 FTE Staff Services Specialist allocation and add 1.0 Executive Assistant allocation.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

Health and Human Services Agency

Adopt class specification only for the following classes:

1. Eligibility Specialist Trainee/I/II
2. Eligibility Specialist III
3. Eligibility Supervisor
4. Employment and Training Worker I/II
5. Employment and Training Worker III
6. Employment and Training Worker Supervisor

Approve the County class specifications to be utilized for the following classifications in lieu of the MSS class specifications:

- Administrative Assistant I/II
- Deputy Director, Health and Human Services Agency
- Office Assistant I/II

Approve the following lateral reclassifications:

- Delete 16.0 FTE Office Assistant III allocations and add 16.0 FTE Sr. Office Assistant allocations.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.
- Delete 6.0 FTE Staff Services Analyst I/II allocations and add 6.0 FTE Administrative Analyst I/II allocations.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.
- Delete 3.0 FTE Office Assistant Supervisor I/II allocations and add 3.0 FTE Office Services Supervisor allocations.
 - 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.
 - Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

Approve the following upward reclassifications:

- Delete 2.0 FTE vacant Screener allocations and add 2.0 FTE Sr. Office Assistant allocations.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

- Delete 1.0 FTE Fair Hearing Officer allocation and add 1.0 FTE Eligibility Specialist III allocation.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
 - 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.

- Delete 1.0 FTE vacant Welfare Collections Officer allocation and add 1.0 FTE Eligibility Specialist III allocation.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

- Delete 1.0 FTE vacant Vocational Counselor allocation and add 1.0 FTE Employment and Training Worker III allocation
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

Should the abovementioned requested actions be approved by the Board, Human Resources is also recommending that the classifications below be abolished. Note: the classifications below were used solely for MSS positions, which are no longer needed given the transition:

1. Accounting Technician
2. Fair Hearing Officer
3. Office Assistant III
4. Office Assistant Supervisor I
5. Office Assistant Supervisor II
6. Sr. Staff Services Analyst
7. Staff Services Analyst I
8. Staff Services Analyst II
9. Staff Services Specialist
10. Vocational Counselor
11. Welfare Collections Officer

Lastly, Human Resources will return to the Board on April 7, 2020 with further actions to finalize the MSS transition.

ALTERNATIVES

The Board could choose not to adopt the newly proposed class specifications, the utilization of County class specifications, or any reclassifications (lateral or upward) listed herein and direct Human Resources to conduct additional analysis.

PRIOR BOARD ACTION

- 14-400: November 4, 2014 - HHSA Division 45 Transition from MSS (IMS) to ALMS
- 19-1159: August 27, 2019 - Conceptual approval to transition CSS and the remainder of HHSA from IMS to ALMS.
- 20-0158: February 11, 2020 - ALMS Conversion.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Department of Child Support Services
Health and Human Services Agency
El Dorado County Employees' Association, Local 1
El Dorado County Criminal Attorneys' Association
El Dorado County Managers' Association

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no financial impact related to approving and adopting class specifications.

The financial impact related to the HHSA upward reclassifications will result in an annual increase of approximately \$15,200. The financial impact for the remainder of FY 2019-20 will result in an increase of approximately \$3,800. The increase for the remainder of the fiscal year will be covered by cost savings.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources