



## Legislation Details

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

**Type:** Agenda Item      **Status:** Approved

**File created:** 1/13/2020      **In control:** Board of Supervisors

**On agenda:** 2/4/2020      **Final action:** 2/4/2020

**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution 2-4-20, 2. B - Approved Blue Route 2-4-20, 3. C1 -Executive Assistant Class Spec CLEAN 2-4-20, 4. C2 -Executive Assistant Class Spec REDLINE 2-4-20, 5. Executed Resolution 017-2020

Date	Ver.	Action By	Action	Result
2/4/2020	1	Board of Supervisors	Approved	Pass