



## Legislation Text

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**File #:** 20-0763, **Version:** 1

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Human Resources Department recommending the Board approve the following:

- 1) Revised class specification for the Human Resources Department: Human Resources Technician; and
- 2) Adopt and authorize the Chair to sign Resolution **097-2020** to:
  - a) Approve the title change from Supervising Code Enforcement Officer to Code Enforcement Supervisor, effective July 4, 2020; and
  - b) Approve the title change from Emergency Medical Services and Emergency Preparedness Coordinator to Emergency Medical Services and Emergency Preparedness Supervisor, effective July 4, 2020.

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

#### **Human Resources**

*Department-specific class specification:* Human Resources Technician

Human Resources is recommending changes to the minimum qualification section of the classification specification, specifically the required experience. The goal of such changes is to attract candidates who have knowledge of human resources versus clerical experience in any environment. Having the ability to test candidate's knowledge, skills, and abilities in the realm of human resources is important in two ways: 1) in order to provide quality human resource services to County departments, and 2) reduces the amount of time and resources required to train a new employee.

#### **The current minimum qualifications are as follows:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

*Equivalent to graduation from high school, supplemented by 24 semester units of college-level coursework in human resources management, business administration, public administration, industrial/organizational psychology, or a closely related field;*

**AND**

*Two (2) years of experience which included responsibility for interpreting and explaining complex rules and regulations, researching information and preparing accurate documents and reports,*

**OR**

*Four (4) years of journey-level office support work performing human resources duties that included*

*data entry and the processing of forms and records.*

**The proposed minimum qualifications are as follows:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

*Equivalent to graduation from high school, supplemented by 24 semester units of college-level coursework in human resources management, business administration, public administration, industrial/organizational psychology, or a closely related field;*

**AND**

*Two (2) years of full-time experience performing varied and complex clerical work related to human resources, including explaining policies, performing data entry, and processing forms and records.*

**Planning and Building**

*Department-specific class specification:*

- Code Enforcement Supervisor
  - Title change from Supervising Code Enforcement Officer
  - The Board approved classification specification revisions on June 9, 2020 (Legistar #: 20-0735). Due to implications regarding the Fiscal Year 2020-21 budget and allocation document, the item stated that Human Resources would return to the Board in late June or early July to initiate a title change for this classification from Supervising Code Enforcement Officer to Code Enforcement Supervisor.

**Chief Administrative Office**

*Department-specific class specification:* Emergency Medical Services and Emergency Preparedness Coordinator

Human Resources is recommending that the title of the classification be changed from Emergency Medical Services and Emergency Preparedness Coordinator to Emergency Medical Services and Emergency Preparedness Supervisor. The goal of this change is to clearly describe the supervisory responsibility of this classification; the classification is a supervisory-level classification responsible for supervising the work of subordinate staff supporting the Emergency Medical Services (EMS) and Emergency Preparedness Response (EPR) programs. Additionally, changing the title will create clear and logical classification levels within the EMS and EPR unit.

**ALTERNATIVES**

The Board could choose not to adopt the revised class specification and/or the recommended title changes and direct Human Resources to make revisions.

**PRIOR BOARD ACTION**

See above.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Planning and Building Department  
Operating Engineers Local #3, Trades and Crafts  
Chief Administrative Office  
El Dorado County Employees' Association, Local 1

**CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

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

**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**

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