



## Legislation Text

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**File #:** 19-1452, **Version:** 1

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Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **168-2019** to approve, due to an upward reclassification, the deletion of 1.0 FTE Administrative Assistant I/II position and the addition of 1.0 FTE Administrative Technician position in the Elections 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.

**FUNDING:** Help America Vote Act Grant and General Fund.

### **DISCUSSION / BACKGROUND**

The Human Resources Department received a request in August 2019 from the Assistant Registrar of Voters to conduct a classification study of an Administrative Assistant I/II position (encumbered by Cynthia Morrison) as it was believed the incumbent was working out of class due to the Board of Supervisors adopting the Voters Choice Act on April 23, 2019. Human Resources initiated the classification study/analysis which included reviewing applicable class specs, reviewing the organizational structure, reviewing the duties and corresponding percentages of the position, and conducting interviews with the department head and the assistant department head.

It is the recommendation of Human Resources that this position (Administrative Assistant I/II 1.0 FTE) be reclassified upward to Administrative Technician (1.0 FTE).

- As stated, the upward reclassification resulted from a classification study. A memo outlining the classification study is attached.
- The retention of the incumbent in such position is approved by the appointing authority.
- In accordance with Personnel Rule 507.1.1:
  - (a) The competitive recruitment and selection process is being waived by the Director at the request of the appointing authority; and
  - (b) The incumbent meets the minimum qualifications of the new class.
- The salary is proposed to be set consistent with Personnel Rule 612.
- In accordance with Personnel Rule 507.1, the incumbent shall serve a probationary period in the new classification consistent with rules governing probation.

### **ALTERNATIVES**

The Board could choose not to approve the proposed upward reclassification.

### **PRIOR BOARD ACTION**

On April 23, 2019, via Legistar # 19-0633, the Board of Supervisors adopted the Voters Choice Act.

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

Elections Department  
El Dorado County Employees' Association (Local 1)

**CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The upward reclassification will result in an increase in salary and benefits cost of approximately \$16,000 for FY 2019-20, based on an annual increase of \$22,500. Because this position is performing work specific to the implementation of Vote Centers, it is likely that the incremental cost will be reimbursed by HAVA grant money. If approved by the Board, the Chief Administrative Office will authorize Attachment D, a budget transfer to allocate an additional \$15,964 to Salaries and Benefits from Services and Supplies in the Elections Department budget.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources