



## Legislation Details (With Text)

**File #:** 11-1434      **Version:** 1  
**Type:** Agenda Item      **Status:** Adopted  
**File created:** 12/13/2011      **In control:** Board of Supervisors  
**On agenda:** 12/20/2011      **Final action:** 12/20/2011  
**Title:** Human Resources and Chief Administrative Office recommending the Board adopt Resolution 202-2011 designating the job classification of CAO Administrative Technician, created by adoption of Resolution 130-2011 on July 26, 2011, as exempt within the meaning of the Fair Labor Standards Act (FLSA).

FUNDING: No Change to Net County Cost

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - CAO Admin Tech Exempt Reso.pdf, 2. Fully executed Resolution 202-2011.pdf

Date	Ver.	Action By	Action	Result
12/20/2011	1	Board of Supervisors	Adopted	Pass

Human Resources and Chief Administrative Office recommending the Board adopt **Resolution 202-2011** designating the job classification of CAO Administrative Technician, created by adoption of Resolution 130-2011 on July 26, 2011, as exempt within the meaning of the Fair Labor Standards Act (FLSA).

FUNDING: No Change to Net County Cost

**Fiscal Impact:** There is no change to Net County Cost. The sole incumbent in this job class in the Chief Administrative Office previously held a classification which which was exempt Confidential, so the CAO budget already provides for the appropriate benefit level.

**Background/Reason for Recommendation:**

On July 26, 2011, the Board of Supervisors adopted Resolution 130-2011, creating the position of CAO Administrative Technician. It was the intent of the CAO and Human Resources that this position be created within the Confidential Bargaining Unit (CO) and that the position also be exempt within the meaning of the FLSA. Resolution 130-2011 correctly designated the Bargaining Unit; however it did not specify exempt status for the position. By designating the position as exempt, incumbents in the classification will not be eligible for overtime pay, and will be entitled to 56 hours of Special Leave, which may be taken as paid time off or may be cashed out in accordance with the provisions of the Salary and Benefits Resolution for Unrepresented Employees.

Human Resources has reviewed the job classification and concurs that the designation of exempt is consistent with the exemption for Administrative Employees as set forth in the FLSA.

Action to be taken following Board approval: Board Chairman to sign the attached resolution and forward to Human Resources for implementation.

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