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County of El Dorado

Legislation Details (With Text)

File #:	14-0375 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	3/4/2014	**In control:**	Board of Supervisors
On agenda:	3/25/2014	**Final action:**	3/25/2014

Title: Human Resources Department and the Library recommending the Board consider the following:
1) Approve the classification specification for the position of Library Systems Technician;
2) Approve and authorize the Chair to sign Resolution 022-2014 establishing the salary range and bargaining unit designation for the Library Systems Technician and amend the Authorized Personnel Allocation Resolution for the Library to ADD 1.0 FTE Library Systems Technician and DELETE 1.0 FTE Library Technician;
3) Approve the reclassification of a Library Technician position in the Library to Library Systems Technician; and
4) In accordance with Section 306.1 of the Personnel Rules, waive the requirement for filling the upgraded position through a competitive examination process allowing the current incumbent to be appointed to the position.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - 14-0375 Reso Library Sys Tech 3-25-14, 2. B - Library Systems Technician 3-25-14, 3. executed Resolution 022-2014.pdf

Date	Ver.	Action By	Action	Result
3/25/2014	1	Board of Supervisors	Approved	Pass

Human Resources Department and the Library recommending the Board consider the following:
1) Approve the classification specification for the position of Library Systems Technician;
2) Approve and authorize the Chair to sign Resolution **022-2014** establishing the salary range and bargaining unit designation for the Library Systems Technician and amend the Authorized Personnel Allocation Resolution for the Library to ADD 1.0 FTE Library Systems Technician and DELETE 1.0 FTE Library Technician;
3) Approve the reclassification of a Library Technician position in the Library to Library Systems Technician; and
4) In accordance with Section 306.1 of the Personnel Rules, waive the requirement for filling the upgraded position through a competitive examination process allowing the current incumbent to be appointed to the position.

FUNDING: General Fund.

BUDGET SUMMARY:	
Budget Cost - Current FY…….	$850
Budget Cost - Future FYs…….	$6,500

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Change To Net County Cost……	$0

Fiscal Impact/Change to Net County Cost
The fiscal impact of the reclassification of the Library Technician to Library Systems Technician is estimated at $850 for the remainder of the FY 2013/14 Budget. The reclassification's estimated impact for a full fiscal year is $6,500. The department will cover these increases with salary savings from decreasing the classification of another position. No new net County funds are required with this request.

Background
On October 13, 2013, a request to conduct a classification study of the position of Library Technician was received by the Human Resources Department from the position incumbent and the Director of Library Services. In response to that request, a study was completed in accordance with Part 3 - Position Classification of the County Personnel Rules. The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the Position Classification Questionnaire, the current classification specification, classification specifications from other agencies, and additional documents that were submitted by the employee.
- Performed a desk audit interview of the employee in the classification for clarification and additional information.
- Analyzed the scope and complexity of the responsibilities and tasks performed and the skills, knowledge and abilities required.
- Developed findings and recommendations based on the analysis of the above information.

Reason for Recommendation
The classification of Library Technician no longer fully reflects the work being performed by the incumbent. It is recommended that the position be reclassified to Library Systems Technician to reflect the increased emphasis on library information systems. It is also recommended that, in accordance with Part 306.1 of the Personnel Rules, the examination process for promotion to this higher position be waived, and the incumbent continue to perform the work of the position at the appropriate step of said salary range.

Clerk of the Board Follow Up Actions
The Clerk of the Board shall obtain the Chair's signature on the Resolution and provide a fully executed copy to Human Resources for implementation.

Contact
Patty Howard, Principal Human Resources Analyst

Concurrences
Human Resources
Library
EDCEA Local #1