



## Legislation Details (With Text)

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**Title:** Human Resources Department and the Sheriff's Office recommending the Board consider the following:

- 1) Approve the classification specification for the position of Supervising Property Evidence Technician;
- 2) Adopt and authorize the Chair to sign Resolution 027-2016 to establish the salary schedule and bargaining unit for the classification of Supervising Property Evidence Technician and amend the Authorized Personnel Allocation Resolution for the Sheriff's Office to add 1.0 FTE Supervising Property Evidence Technician and delete 1.0 FTE Senior Property Evidence Technician allocation;
- 3) Approve the reclassification of one (1) Senior Property Evidence Technician position to the classification of Supervising Property Evidence Technician based on a reclassification study; and
- 4) Waive the requirement for filling the Supervising Property Evidence Technician position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution HR SO Position Allocation Change 3-8-16, 2. B - Sr Property Evidence Technician Job Spec 3-8-16, 3. C - Supervising Property Evidence Technician Draft Job Spec 3-8-16, 4. Executed Resolution 027-2016

Date	Ver.	Action By	Action	Result
3/8/2016	1	Board of Supervisors	Approved	Pass
3/8/2016	1	Board of Supervisors	Approved	Pass

Human Resources Department and the Sheriff's Office recommending the Board consider the following:

- 1) Approve the classification specification for the position of Supervising Property Evidence Technician;
- 2) Adopt and authorize the Chair to sign Resolution **027-2016** to establish the salary schedule and bargaining unit for the classification of Supervising Property Evidence Technician and amend the Authorized Personnel Allocation Resolution for the Sheriff's Office to add 1.0 FTE Supervising Property Evidence Technician and delete 1.0 FTE Senior Property Evidence Technician allocation;
- 3) Approve the reclassification of one (1) Senior Property Evidence Technician position to the classification of Supervising Property Evidence Technician based on a reclassification study; and
- 4) Waive the requirement for filling the Supervising Property Evidence Technician position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

**FUNDING:** General Fund.

### DEPARTMENT RECOMMENDATION

Based on the results of a classification study, it is recommended that the incumbent Senior Property Evidence Technician be reclassified to Supervising Property Evidence Technician to reflect the responsibilities and duties being performed by the incumbent, which are more similar to comparable supervisory positions than other lead positions.

To accomplish this, it is recommended the Board:

- 1) Approve the classification specification for the position of Supervising Property Evidence Technician;
- 2) Authorize the Chair to sign Resolution 027-2016 to establish the salary schedule and bargaining unit for the classification of Supervising Property Evidence Technician;
- 3) Authorize the Chair to sign Resolution 027-2016 amending the Authorized Personnel Allocation Resolution for the Sheriff's Office to add 1.0 FTE Supervising Property Evidence Technician and delete 1.0 FTE Senior Property Evidence Technician allocation;
- 4) Approve the reclassification of one (1) Senior Property Evidence Technician position to the classification of Supervising Property Evidence Technician based on a reclassification study; and
- 5) Waive the requirement for filling the Supervising Property Evidence Technician position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

## **DISCUSSION / BACKGROUND**

In May 2015, a request to conduct a classification study of the position of Senior Property Evidence Technician was received by the Director of Human Resources. 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 Description Questionnaire, the current classification specification and any additional documents that were submitted by the employee.
- ☐ Met with Captain Robert Ashworth (now retired), Phil Dold, Support Services Manager, the incumbent's direct supervisor to confirm all submitted documentation and to review all duties and responsibilities of the position.
- ☐ 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.

The results of the study found that Job duties within the classification of Senior Property Evidence Technician are more similar to those of the comparable supervisory positions within the division than those of the other lead level positions. It is therefore recommended that the classification of Supervising Property Evidence Technician be adopted with a salary range equal to that of Sheriff's Records Supervisor. It is necessary that the incumbent be reclassified to Supervising Property Evidence Technician to reflect the correct level of independent decision making and complex responsibility already being performed by the incumbent.

The incumbent has met the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:

- a) The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- b) The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
- c) The incumbent meets the minimum qualifications of the new classification.

Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources. Upon approval of the Board, all conditions under 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the Supervising Property Evidence Technician position through a competitive examination process, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

### **ALTERNATIVES**

1) The Board could choose to adopt the classification of Supervising Property Evidence Technician and salary schedule, but direct the Sheriff's Office to update their Personnel Allocations during the next budget cycle.

2) The Board could choose to adopt the classification of Supervising Property Evidence Technician and amend the Authorized Personnel Allocation Resolution for the Sheriff's Office to add 1.0 Full Time Equivalent Supervising Property Evidence Technician and delete 1.0 FTE Senior Property Evidence Technician allocation; however, the Board could choose not to waive the requirement for filling the Supervising Property Evidence Technician position through a competitive examination process.

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

N/A

### **CAO RECOMMENDATION**

Approve the department's recommendation.

### **FINANCIAL IMPACT**

No change to Net County Cost. The fiscal impact of the reclassification is estimated at \$1,900 for the remainder of the FY 2015/16 Budget. The fiscal impact of the reclassification for a full fiscal year is estimated at \$5,490. The Sheriff's Office will cover this increase with salary savings from existing vacancies within the Department for the remainder of FY 2015/16.

### **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.

### **STRATEGIC PLAN COMPONENT**

**CONTACT**

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