



County of El Dorado

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Legislation Details

File #: 16-0128 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 2/3/2016 **In control:** Board of Supervisors

On agenda: 3/8/2016 **Final action:** 3/8/2016

Title: Human Resources Department and District Attorney's Office recommending the Board consider the following:
1) Adopt and authorize the Chair to sign Resolution 031-2016 amending the Authorized Personnel Allocation Resolution for the District Attorney's Office to add 1.0 FTE Paralegal I/II and delete 1.0 FTE Executive Secretary (Law and Justice) allocation;
2) Approve the reclassification of one (1) Executive Secretary (Law and Justice) position to the classification of Paralegal I/II based on a reclassification study; and
3) Waive the requirement for filling the Paralegal I/II 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 DA Position Allocation Change 3-8-16, 2. B - Executive Secretary-Law and Justice Job Spec 3-8-16, 3. C - Paralegal I-II Job Spec 3-8-16, 4. Executed Resolution 031-2016

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