



## Legislation Details (With Text)

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**Title:** Human Resources Department and Community Development Agency, Transportation Division recommending the Board consider the following:  
1) Authorize the Chair to sign Resolution 028-2017 amending the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 FTE Department Analyst I/II allocation and delete 1.0 FTE Administrative Technician;  
2) Approve the reclassification of one (1) Administrative Technician position to the classification of Department Analyst II based on a reclassification study; and  
3) Waive the requirement for filling the Department Analyst 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:** Road Fund. (100% - Local)

### Sponsors:

### Indexes:

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**Attachments:** 1. A - Resolution 2-7-17, 2. B - Admin Tech Job Spec 2-7-17, 3. C - Dept Analyst Job Spec 2-7-17, 4. Executed Resolution 028-2017

Date	Ver.	Action By	Action	Result
2/14/2017	1	Board of Supervisors	Approved	Pass

Human Resources Department and Community Development Agency, Transportation Division recommending the Board consider the following:  
1) Authorize the Chair to sign Resolution **028-2017** amending the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 FTE Department Analyst I/II allocation and delete 1.0 FTE Administrative Technician;  
2) Approve the reclassification of one (1) Administrative Technician position to the classification of Department Analyst II based on a reclassification study; and  
3) Waive the requirement for filling the Department Analyst 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:** Road Fund. (100% - Local)

### DEPARTMENT RECOMMENDATION

Based on the results of a classification study, it is recommended that an incumbent Administrative Technician in the Community Development Agency (CDA) Transportation Division be reclassified to Department Analyst II to reflect the responsibilities and duties being performed by the incumbent, which includes the performance of professional analytical duties in multiple areas such as budget administration, human resources, contract, procurement, and program compliance that go beyond the scope of the incumbent's current position.

The request for the classification study of this individual position was generated prior to completion of the Countywide Classification study, which continues to be underway. The findings substantiate that the incumbent's responsibilities have become so altered that they no longer fit within the incumbent's current classification, and the department supports the need for this level of service. Therefore, in accordance with our County Personnel Rules, it is recommended the Board:

- 1) Authorize the Chair to sign Resolution amending the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 FTE Department Analyst I/II and delete 1.0 FTE Administrative Technician allocation;
- 2) Approve the reclassification of one (1) Administrative Technician position to the classification of Department Analyst II based on a reclassification study; and
- 3) Waive the requirement for filling the Department Analyst 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.

## **DISCUSSION / BACKGROUND**

In July 2016, a request for a classification study for the position of Administrative Technician assigned to the Transportation Division of the CDA was received by the Department of Human Resources. Though the first phase of the Countywide Classification study, data collection, also began in July 2016, Human Resources took into account both the significant delay in any findings to be produced on this single position resulting from the Countywide study, and possible limitations on individual position recommendations.

In accordance with our County Personnel Rules, Human Resources assigns each position to a class in which the duties and responsibilities of the position most nearly fit (Rule 304); in the event that the duties and responsibilities of a position become so altered that the position does not fit into the classification to which it was originally allocated, the Human Resources Director may recommend to the Board reallocation or reclassification of the position to an appropriate classification (Rule 305).

Thus, in response to the request to substantiate whether the incumbent's duties had become so significantly altered, 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.
- Reviewed all submitted documentation and discussed all duties and responsibilities of the position with the Deputy Director of Maintenance and Operations (the incumbent's immediate supervisor) and the Assistant Director of Administration and Finance either by phone or email.
- 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 study showed that the duties and responsibilities assigned to the study incumbent are beyond the scope of the current classification of Administrative Technician. Overall, the study incumbent performs duties consistent with the County's classification of Department Analyst I/II, which includes

the performance of professional analytical duties in one or multiple areas such as, budget administration, human resources, contract, procurement, and program compliance. This position is required to perform highly responsible and professional analytical work at a satellite location in support of the unit. While some of the work could be performed by the centralized Agency administration, it is most efficient to have an onsite position readily available to Maintenance staff, with direct knowledge of the operations and dedicated to managing administrative tasks for the unit.

This position serves as the unit's liaison to the public, vendors, contractors, and facilitates intradepartmental coordination. Specific tasks include budget development and monitoring; creation of Board items and presentations; procurement of materials and scoping contracts; project cost analysis; preparation of technical reports and grant applications; and human resources analysis. Further, this position supervises the daily workload of Maintenance support staff, which is only appropriate for the Department Analyst classification. In each case, providing the service at the satellite location of the Maintenance Unit, using specific knowledge of the operation, is critical. Without the level of service provided by the Department Analyst position, these tasks would either default to a superintendent or the Deputy Director of the unit, which is more costly and detracts from more critical management tasks, or would be performed by central administration, which would require a greater level of coordination effort and would cost additional time and resources.

As the study revealed the incumbent has been performing the higher level duties for no less than two years and meets the qualifications for the Department Analyst II level position; it is recommended that the incumbent be reclassified and placed at Step 2 of the Department Analyst II salary range.

The fiscal impact of the proposed reclassification is less than \$5,000 annually. While Transportation recognizes the priority of providing maintenance services, the minimal cost of this administrative position allows for management staff to continue to focus on road maintenance operations and funding, rather than daily administrative functions. If the incumbent cannot perform the duties appropriate for the Department Analyst I/II classification, Transportation projects less efficient administration of the Maintenance Unit.

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 a Department Analyst I/II 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 direct the Community Development Agency to update their Personnel Allocations during the next budget cycle.
- 2) The Board could choose to amend the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 Full Time Equivalent Department Analyst I/II and delete 1.0 FTE Administrative Technician allocation; however, the Board could choose not to waive the requirement for filling the Department Analyst I/II position through a competitive examination process.
- 3) The Board could direct the department to stop working the incumbent out of class and redirect the higher level work to another part of the agency.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

## **CAO RECOMMENDATION**

CAO's Office accepts the findings from the Human Resources study. However, the CAO's Office does not agree with the practice of allowing employees to work out of their classification without its prior approval.

## **FINANCIAL IMPACT**

There is no change to Net County Cost resulting from the proposed action for this fiscal year. However, there will be fiscal impacts in future years to the Road Fund. The fiscal impact of the reclassification is estimated at \$2,000 for the remainder of Fiscal Year (FY) 2016/17. The additional expense for FY 2016/17 can be accommodated in the adopted budget through salary savings from existing position vacancies. The fiscal impact of the reclassification for a full fiscal year is estimated at \$4,600. This will be an additional fiscal impact in future years.

## **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**

N/A

## **CONTACT**

Judith Kerr, Interim Human Resources Director