



# County of El Dorado

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## Legislation Details

**File #:** 18-0702 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 4/20/2018 **In control:** Board of Supervisors

**On agenda:** 5/15/2018 **Final action:** 5/15/2018

**Title:** Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specification for the Board of Supervisors: Sr. Deputy Clerk of the Board;
- 2) Revised department-specific class specifications for the Department of Child Support Services: Assistant Director of Child Support Services/Chief Attorney and Director of Child Support Services;
- 3) Revised department-specific class specifications for the County Counsel's Office: Assistant County Counsel (title change from: Chief Assistant County Counsel), Associate Deputy County Counsel (title change from: Associate County Counsel), County Counsel, Deputy County Counsel, and Sr. Deputy County Counsel;
- 4) Revised County-wide class specifications: Administrative Analyst I/II, Executive Assistant - Law and Justice (title change from Executive Secretary - Law and Justice), Investigative Assistant, Legal Secretary I/II, Office Assistant I/II, and Sr. Legal Secretary; and
- 5) Adopt and authorize the Chair to sign Resolution 090-2018 to approve the following:
  - a) The classification title change from Chief Assistant County Counsel to Assistant County Counsel;
  - b) The classification title change from Associate County Counsel to Associate Deputy County Counsel;
  - c) The allocation change of 1.0 FTE from Department Analyst I/II to Administrative Analyst I/II in the County Counsel's Office; and
  - d) The downward reclassification (allocation changes) of two (0.5 FTE) positions (for a total of 1.0 FTE) from Legal Office Assistant I/II to Office Assistant I/II in the Public Defender's Office. (Est. Time: 20 Min.)

**FUNDING:** N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Administrative Analyst I-II CLEAN 5-15-18, 2. A2 - Administrative Analyst I-II REDLINE 5-15-18, 3. B1 - Executive Assistant - Law and Justice CLEAN 5-15-18, 4. B2 - Executive Assistant - Law and Justice REDLINE 5-15-18, 5. C1 - Investigative Assistant CLEAN 5-15-18, 6. C2 - Investigative Assistant REDLINE 5-15-18, 7. D1 - Legal Secretary I-II CLEAN 5-15-18, 8. D2 - Legal Secretary I-II REDLINE 5-15-18, 9. E1 - Office Assistant I-II CLEAN 5-15-18, 10. E2 - Office Assistant I-II REDLINE 5-15-18, 11. F1 - Sr. Legal Secretary CLEAN 5-15-18, 12. F2 - Sr. Legal Secretary REDLINE 5-15-18, 13. G1 - Sr. Deputy Clerk of the Board CLEAN 5-15-18, 14. G2 - Sr. Deputy Clerk of the Board REDLINE 5-15-18, 15. H1 - Assistant Director of CSS - Chief Attorney CLEAN 5-15-18, 16. H2 - Assistant Director of CSS - Chief Attorney REDLINE 5-15-18, 17. I1 - Director of Child Support Services CLEAN 5-15-18, 18. I2 - Director of Child Support Services REDLINE 5-15-18, 19. J1 - Assistant County Counsel CLEAN 5-15-18, 20. J2 - Assistant County Counsel REDLINE 5-15-18, 21. K1 - Associate Deputy County Counsel CLEAN 5-15-18, 22. K2 - Associate Deputy County Counsel REDLINE 5-15-18, 23. L1 - County Counsel CLEAN 5-15-18, 24. L2 - County Counsel REDLINE 5-15-18, 25. M1 - Deputy County Counsel CLEAN 5-15-18, 26. M2 - Deputy County Counsel REDLINE 5-15-18, 27. N1 - Sr. Deputy County Counsel CLEAN 5-15-18, 28. N2 - Sr. Deputy County Counsel REDLINE 5-15-18, 29. O - 18-0702 DRAFT Resolution Class Study Implementation 5-15-18, 30. P - Contract Routing Sheet, 31. Executed Resolution 090-2018

Date	Ver.	Action By	Action	Result
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5/15/2018

1

Board of Supervisors

Approved

Pass