330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

County of El Dorado

Legislation Details (With Text)

File #:	18-0734 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	4/27/2018	**In control:**	Board of Supervisors
On agenda:	5/22/2018	**Final action:**	5/22/2018

Title: Human Resources Department recommending the Board approve the following:
1) Revised department-specific class specifications for the Department of Agriculture Weights and Measures: Agricultural Biologist/Standards Inspector I/II/III (deep class: title change from Agricultural Biologist/Standards Inspector I/II/Sr.) and Agricultural Commissioner/Sealer Weights and Measures;
2) Revised department-specific class specifications for Air Quality Management District: Air Quality Engineer, Air Quality Specialist I/II, and Sr. Air Quality Specialist;
3) New department-specific class specification for Air Quality Management District: Sr. Air Quality Engineer;
4) Revised department-specific class specification for Environmental Management: Director of Environmental Management, Disposal Site Supervisor, Environmental Health Specialist I/II, Environmental Health Specialist III (title change from Sr. Environmental Health Specialist), Hazardous Materials-Recycling Specialist, Vector Control Technician I/II, and Sr. Vector Control Technician;
5) New department-specific class specification for Information Technologies: Business Systems Analyst I/II; and
6) Revised County-wide class specification: Development Technician I/II;
7) Adopt and authorize the Chair to sign Resolution 095-2018 to approve the following:
a) The Job Class Numbers, salary ranges, and bargaining units for the following classifications: Sr. Air Quality Engineer, and the flexibly staffed classification of Business Systems Analyst I/II;
b) The reclassification/allocation of one (1.0 FTE) position from Department Analyst I/II to Administrative Analyst I/II in the Environmental Management Department;
c) The classification title change from (deep class) Agricultural Biologist/Standards Inspector I/II/Sr. to (deep class) Agricultural Biologist/Standards Inspector I/II/III; and
d) The classification title change from Sr. Environmental Health Specialist to Environmental Health Specialist III

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Agricultural Biologist-Standards Inspector I-II-III CLEAN 5-22-18, 2. A2 - Agricultural Biologist-Standards Inspector I-II-III REDLINE 5-22-18, 3. B1 - Agricultural Commissioner and Sealer of Weights and Measures CLEAN 5-22-18, 4. B2 - Agricultural Commissioner and Sealer of Weights and Measures REDLINE 5-22-18, 5. C1 - Air Quality Engineer CLEAN 5-22-18, 6. C2 - Air Quality Engineer REDLINE 5-22-18, 7. D1 - Air Quality Specalist I-II CLEAN 5-22-18, 8. D2 - Air Quality Specalist I-II REDLINE 5-22-18, 9. E - Sr. Air Quality Engineer CLEAN 5-22-18, 10. F1 - Sr. Air Quality Specialist CLEAN 5-22-18, 11. F2 - Sr. Air Quality Specialist REDLINE 5-22-18, 12. G1 - Development Technician I-II CLEAN 5-22-18, 13. G2 - Development Technician I-II REDLINE 5-22-18, 14. H1 - Director of Environmental Management CLEAN 5-22-18, 15. H2 - Director of Environmental Management REDLINE 5-22-18, 16. I1 - Disposal Site Supervisor CLEAN 5-22-18, 17. I2 - Disposal Site Supervisor REDLINE 5-22-18, 18. J1 - Environmental Health Specialist I-II CLEAN 5-22-18, 19. J2 - Environmental Health Specialist I-II REDLINE 5-22-18, 20. K1 - Environmental Health Specialist III CLEAN 5-22-18, 21. K2 - Environmental Health Specialist III REDLINE 5-22-18, 22. L1 - Hazardous Materials-Recycling Specialist CLEAN 5-22-18, 23. L2 - Hazardous Materials-Recycling Specialist REDLINE 5-22-18, 24. M1 - Vector Control Technician I-II CLEAN 5-22-18, 25. M2 - Vector Control Technician I-II REDLINE 5-22-18, 26. N1 - Sr. Vector Control Technician CLEAN 5-22-18, 27. N2 - Sr.

powered by Legistar™

Vector Control Technician REDLINE 5-22-18, 28. O - Business Systems Analyst I-II CLEAN 5-22-18, 29. P - Final Resolution Class Study Implementation 5-22-18, 30. Q - Approved Blue Route 5-22-18, 31. Executed Resolution 095-2018

Date	Ver.	Action By	Action	Result
5/22/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve the following:
1) Revised department-specific class specifications for the Department of Agriculture Weights and Measures: Agricultural Biologist/Standards Inspector I/II/III (deep class: title change from Agricultural Biologist/Standards Inspector I/II/Sr.) and Agricultural Commissioner/Sealer Weights and Measures;
2) Revised department-specific class specifications for Air Quality Management District: Air Quality Engineer, Air Quality Specialist I/II, and Sr. Air Quality Specialist;
3) New department-specific class specification for Air Quality Management District: Sr. Air Quality Engineer;
4) Revised department-specific class specification for Environmental Management: Director of Environmental Management, Disposal Site Supervisor, Environmental Health Specialist I/II, Environmental Health Specialist III (title change from Sr. Environmental Health Specialist), Hazardous Materials-Recycling Specialist, Vector Control Technician I/II, and Sr. Vector Control Technician;
5) New department-specific class specification for Information Technologies: Business Systems Analyst I/II; and
6) Revised County-wide class specification: Development Technician I/II;
7) Adopt and authorize the Chair to sign Resolution **095-2018** to approve the following:
a) The Job Class Numbers, salary ranges, and bargaining units for the following classifications: Sr. Air Quality Engineer, and the flexibly staffed classification of Business Systems Analyst I/II;
b) The reclassification/allocation of one (1.0 FTE) position from Department Analyst I/II to Administrative Analyst I/II in the Environmental Management Department;
c) The classification title change from (deep class) Agricultural Biologist/Standards Inspector I/II/Sr. to (deep class) Agricultural Biologist/Standards Inspector I/II/III; and
d) The classification title change from Sr. Environmental Health Specialist to Environmental Health Specialist III

FUNDING: N/A

DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board approve the following:

1) Revised department-specific class specifications for the Department of Agriculture Weights and Measures: Agricultural Biologist/Standards Inspector I/II/III (deep class: title change from Agricultural Biologist/Standards Inspector I/II/Sr.) and Agricultural Commissioner/Sealer Weights and Measures.
2) Revised department-specific class specifications for Air Quality Management District: Air Quality Engineer, Air Quality Specialist I/II, and Sr. Air Quality Specialist.
3) New department-specific class specification for Air Quality Management District: Sr. Air Quality Engineer.
4) Revised department-specific class specification for Environmental Management: Director of Environmental Management, Disposal Site Supervisor, Environmental Health Specialist I/II, Environmental Health Specialist III (title change from Sr. Environmental Health Specialist), Hazardous Materials-Recycling Specialist, Vector Control Technician I/II, and Sr. Vector Control Technician.
5) New department-specific class specification for Information Technologies: Business Systems

Analyst I/II.

6) Revised County-wide class specification: Development Technician I/II.
7) Adopt and authorize the Chair to sign Resolution **095-2018** to approve the following:
   a) The Job Class Numbers (JCN), salary ranges, and bargaining units for the following classifications: Sr. Air Quality Engineer, and the flexibly staffed classification of Business Systems Analyst I/II.
   b) The reclassification/allocation of one (1.0 FTE) position from Department Analyst I/II to Administrative Analyst I/II in the Environmental Management Department.
   c) The classification title change from (deep class) Agricultural Biologist/Standards Inspector I/II/Sr. to (deep class) Agricultural Biologist/Standards Inspector I/II/III.
   d) The classification title change from Sr. Environmental Health Specialist to Environmental Health Specialist III

DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval (Legistar # 16-0098) to implement, in phases, the County-Wide classification study.

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly proposed class specifications and allocation changes. Below are the recommendations by department which include the following:

1) Revised class specifications
   a) All sections in the class specifications were updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.
2) Reclassifications (allocation changes)
   a) Reclassifications/allocations are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications.
   b) In cases of downward reclassifications, the Human Resources Department is requesting that the Board approve to Y-Rate the salary, which would not result in a cost savings nor reduce the salary consistent with the classification change, or place the incumbent at a particular salary step in the salary range.

Please note that two of the class specifications presented in this item are used throughout the County; therefore, these class specifications may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases. These classifications are identified as “County-Wide Classifications”.

County-Wide Classifications

- Administrative Analyst I/II*
  - *While there are no changes to the class specification, there is a reallocation listed*

powered by Legistar™

below.

- Development Technician I/II

Department of Agriculture Weights and Measures
Department-specific class specifications:

- Agricultural Biologist/Standards Inspector I/II/III
  - Title change from Agricultural Biologist/Standards Inspector I/II/Sr.
- Agricultural Commissioner/Sealer Weights and Measures

Air Quality Management District
Department-specific class specifications:

- Air Quality Engineer
- Air Quality Specialist I/II
- Sr. Air Quality Engineer
  - New classification
- Sr. Air Quality Specialist

Department of Environmental Management
Department-specific class specifications:

- Director of Environmental Management
- Disposal Site Supervisor
- Environmental Health Specialist I/II
- Environmental Health Specialist III
  - Title change from Sr. Environmental Health Specialist
- Hazardous Materials-Recycling Specialist
- Sr. Vector Control Technician
- Vector Control Technician I/II

**Reallocation: One (1.0 FTE) Department Analyst I/II position (the incumbent is currently at the II-level) will be re-allocated to the Administrative Analyst I/II classification (the incumbent will remain at the II-level).*

Department of Information Technologies
Department-specific class specification:

- Business Systems Analyst I/II
  - New classification

ALTERNATIVES
The Board could choose not to adopt and approve any of the recommendations listed herein and request that revisions be made.

OTHER DEPARTMENT / AGENCY INVOLVEMENT
Department of Agriculture Weights and Measures, Air Quality Management District, Department of Environmental Management, Department of Information Technologies, and El Dorado County Employees' Association (Local 1)

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT
The changes to classification titles and specifications as well as downward reclassifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Upon Board adoption and approval, please provide Katie Lee in Human Resources with a copy of the fully executed Resolution.

STRATEGIC PLAN COMPONENT
Good Governance

CONTACT
Tameka Usher, Director of Human Resources