



Legislation Details (With Text)

File #: 18-1270 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 8/10/2018 **In control:** Board of Supervisors

On agenda: 8/28/2018 **Final action:** 8/28/2018

Title: Human Resources Department and the Assessor's Office recommending the Board consider the following:
1) Adopt the newly created Deputy Assessor - Systems & Support class specification;
2) Approve and authorize the Chair to sign Resolution 183-2018;
a) Establishing the job class number, salary range, and bargaining unit designation for the classification of Deputy Assessor - Systems & Support; and
b) Amending the Authorized Personnel Allocation Resolution for the Assessor's Office to delete one vacant (1.0 FTE) Assistant Assessor position and adding one (1.0 FTE) Deputy Assessor - Systems & Support position.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Deputy Assessor - Systems and Support 8-28-18, 2. B - Resolution 8-28-18, 3. C - Approved Blue Route 8-28-18, 4. Executed Resolution 183-2018

Date	Ver.	Action By	Action	Result
8/28/2018	1	Board of Supervisors	Approved	Pass

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

- 1) Adopt the newly created Deputy Assessor - Systems & Support class specification;
- 2) Approve and authorize the Chair to sign Resolution **183-2018**;
- a) Establishing the job class number, salary range, and bargaining unit designation for the classification of Deputy Assessor - Systems & Support; and
- b) Amending the Authorized Personnel Allocation Resolution for the Assessor's Office to delete one vacant (1.0 FTE) Assistant Assessor position and adding one (1.0 FTE) Deputy Assessor - Systems & Support position.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Assessor, in the FY 2016-17 Recommended Budget, discussed the creation of two titles for the Assistant Assessor allocations: Assistant Assessor - Valuation and Assistant Assessor - System Support. This year, the two incumbents retired and the Assessor asked HR to study the two positions. In doing so, it was decided that it would be better to separate the two titles into separate job specifications. Assistant Assessor - Valuation became Assistant Assessor and HR determined that Assistant Assessor - System Support should be changed to Deputy Assessor - Systems & Support to better describe the position and differentiate it from the Assistant Assessor.

The recommended salary range for Deputy Assessor - Systems & Support is based on internal comparisons with positions of similar relationships, e.g., Assistant Director to Deputy Director,

unrepresented management to represented management. HR also took into consideration any compaction issues when setting the salary at 15% below the Assistant Assessor.

Human Resources recommends that the classification of Deputy Assessor - Systems & Support be assigned the bargaining unit of "MA" - the El Dorado County Managers' Association, due to the nature of the work assigned, consequence of error, and decision making responsibility.

ALTERNATIVES

The Board could choose to direct the Assessor to continue to use the Assistant Assessor position. The Board could choose to direct the Assessor to update his Personnel Allocations during the next budget cycle.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Assessor's Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Deleting one Assistant Assessor position and adding the Deputy Assessor - Systems and Support position will result in a cost savings of approximately \$20,000 in FY 2018-19.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to provide the Assessor and Human Resources (Attention: Katie Lee) with a copy of the fully executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Jill Engelmann, Assistant Director of Human Resources