



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved
File created: 8/23/2018 **In control:** Board of Supervisors
On agenda: 9/11/2018 **Final action:** 9/11/2018
Title: Human Resources Department recommending the Board approve and adopt the following:
1) Revised class specifications for the Chief Administrative Office: Buyer I/II and Sr. Buyer; and
2) Revised County-wide class specifications: Administrative Technician and Fiscal Technician.
FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Buyer I-II CLEAN 9-11-18, 2. A2 - Buyer I-II REDLINE 9-11-18, 3. B1 - Sr. Buyer CLEAN 9-11-18, 4. B2 - Sr. Buyer REDLINE 9-11-18, 5. C1 - Administrative Technician CLEAN 9-11-18, 6. C2 - Administrative Technician REDLINE 9-11-18, 7. D1 - Fiscal Technician CLEAN 9-11-18, 8. D2 - Fiscal Technician REDLINE 9-11-18

Date	Ver.	Action By	Action	Result
9/11/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the following:
1) Revised class specifications for the Chief Administrative Office: Buyer I/II and Sr. Buyer; and
2) Revised County-wide class specifications: Administrative Technician and Fiscal Technician.

FUNDING: N/A

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. 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.

Chief Administrative Office

Department-specific class specifications:

- Buyer I-II
- Sr. Buyer

Please note that two of the class specifications presented for adoption 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 Technician
- Fiscal Technician

ALTERNATIVES

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

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1)

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The changes to class specifications will not result in any financial impact, as there is no corresponding personnel movement or changes to the compensation structure.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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