



County of El Dorado

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Legislation Details (With Text)

File #: 18-1399 **Version:** 1
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On agenda: 10/9/2018 **Final action:** 10/9/2018
Title: Human Resources Department recommending the Board approve and adopt the revisions to the following class specifications to comply with Internal Revenue Service Publication 1075: Assistant Director of Child Support Services/Chief Attorney, Director of Child Support Services, Fiscal Technician, Assistant Director of Health Services, Deputy Director, Deputy Public Guardian I/II, Fiscal Services Supervisor, Medical Office Assistant I/II, Program Assistant, Program Manager - Protective Services, Public Health Nurse I/II, Sr. Fiscal Assistant, and Supervising Deputy Public Guardian.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Assistant Director of CSS - Chief Attorney CLEAN 10-9-18, 2. A2 - Assistant Director of CSS - Chief Attorney REDLINE 10-9-18, 3. B1 - Assistant Director of Health Services CLEAN 10-9-18, 4. B2 - Assistant Director of Health Services REDLINE 10-9-18, 5. C1 - Deputy Director CLEAN 10-9-18, 6. C2 - Deputy Director REDLINE 10-9-18, 7. D1 - Deputy Public Guardian I-II CLEAN 10-9-18, 8. D2 - Deputy Public Guardian I-II REDLINE 10-9-18, 9. E1 - Director of Child Support Services CLEAN 10-9-18, 10. E2 - Director of Child Support Services REDLINE 10-9-18, 11. F1 - Fiscal Services Supervisor CLEAN 10-9-18, 12. F2 - Fiscal Services Supervisor REDLINE 10-9-18, 13. G1 - Fiscal Technician CLEAN 10-9-18, 14. G2 - Fiscal Technician REDLINE 10-9-18, 15. H1 - Medical Office Assistant I-II CLEAN 10-9-18, 16. H2 - Medical Office Assistant I-II REDLINE 10-9-18, 17. I1 - Program Assistant CLEAN 10-9-18, 18. I2 - Program Assistant REDLINE 10-9-18, 19. J1 - Program Manager - Protective Services CLEAN 10-9-18, 20. J2 - Program Manager - Protective Services REDLINE 10-9-18, 21. K1 - Public Health Nurse I-II CLEAN 10-9-18, 22. K2 - Public Health Nurse I-II REDLINE 10-9-18, 23. L1 - Sr. Fiscal Assistant CLEAN 10-9-18, 24. L2 - Sr. Fiscal Assistant REDLINE 10-9-18, 25. M1 - Supervising Deputy Public Guardian CLEAN 10-9-18, 26. M2 - Supervising Deputy Public Guardian REDLINE 10-9-18

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 10/9/2018 | 1 | Board of Supervisors | Approved | Pass |

Human Resources Department recommending the Board approve and adopt the revisions to the following class specifications to comply with Internal Revenue Service Publication 1075: Assistant Director of Child Support Services/Chief Attorney, Director of Child Support Services, Fiscal Technician, Assistant Director of Health Services, Deputy Director, Deputy Public Guardian I/II, Fiscal Services Supervisor, Medical Office Assistant I/II, Program Assistant, Program Manager - Protective Services, Public Health Nurse I/II, Sr. Fiscal Assistant, and Supervising Deputy Public Guardian.

FUNDING: N/A

DISCUSSION / BACKGROUND

In April 2018, the Board approved the new Board of Supervisors' Policy E-9, Background Investigation Requirements for Individuals with Access to Federal Tax Information.

Changes in Internal Revenue Service (IRS) Publication 1075 require that employees, volunteers, contractors, subcontractors, or agents of the County of El Dorado (County) who have access to Federal Tax Information (FTI) complete a background investigation that includes a Federal Bureau of Investigation (FBI) Criminal Background Live Scan; a review of local law enforcement where the applicant lived, worked, or attended school within the previous five (5) years; and a comprehensive re-investigation at least every ten (10) years. Prospective employees who will be in positions that have access to FTI will be required to be investigated under these new requirements of IRS Publication 1075.

To comply with IRS Publication 1075, the Human Resources Department has revised the class specifications, which include positions that have access to FTI, to include the following language under the Working Condition section:

“As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at least once every ten (10) years.”

When the Board adopted the policy, Human Resources anticipated the language on the class specifications to include the following:

“Some positions in this classification shall require a mandatory FBI background investigation in order to perform the required duties of the job and will be noted so in prospective job announcements”.

However, after further review, we believe the updated language provides more in-depth information for employees and potential job applicants.

Three of the class specifications have been previously approved and adopted by the Board through the Countywide classification study implementation. The revisions to the class specifications herein include the addition of the FTI language and may include some cosmetic formatting changes:

1. Assistant Director of Child Support Services - Chief Attorney
2. Director of Child Support Services
3. Fiscal Technician

The remaining 10 class specifications (listed below) will be brought to the Board in the near future with revisions consistent with the Countywide classification study methodology. However, herein, the revisions to the 10 class specifications include only the addition of the FTI language as well as formatting changes. No content changes were made with the exception of a technical correction to include correcting the title of Sr. Fiscal Technician from “Senior” to “Sr.”:

1. Assistant Director of Health Services
2. Deputy Director
3. Deputy Public Guardian I/II
4. Fiscal Services Supervisor
5. Medical Office Assistant I/II
6. Program Assistant
7. Program Manager - Protective Services

8. Public Health Nurse I/II
9. Sr. Fiscal Assistant
10. Supervising Deputy Public Guardian

ALTERNATIVES

The Board could choose not to adopt the revised class specifications to include the FTI language; however, doing so could put the County at risk of being out of compliance with the law.

OTHER BOARD ACTION

Legistar #: 18-0607, April 24, 2018

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1), and El Dorado County Managers' Association

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

N/A

CLERK OF THE BOARD FOLLOW UP ACTIONS

None

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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