



## Legislation Details (With Text)

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**File created:** 9/14/2018      **In control:** Board of Supervisors

**On agenda:** 10/9/2018      **Final action:** 10/9/2018

**Title:** Human Resources Department recommending the Board:  
1) Approve and adopt the revised class specifications for the Chief Administrative Office: Parks Manager and Procurement and Contracts Manager;  
2) Approve and adopt the revised Environmental Management Department class specification: Geologist;  
3) Approve and adopt the revised Human Resources Department class specification: Risk Manager;  
4) Approve and adopt the revised Surveyor's Office class specifications: Deputy Surveyor, Geographic Information Systems Analyst I/II, Geographic Information Systems Manager (Title Change from Manager of Geographic Information Systems), Geographic Information Systems Technician I/II (Title Change from Geographic Information Systems Specialist I/II), and Sr. Geographic Information Systems Analyst; and  
5) Adopt and authorize the Chair to sign Resolution 212-2018 approving the following title changes: Manager of Geographic Information Systems to Geographic Information Systems Manager and Geographic Information Systems Specialist I/II to Geographic Information Systems Technician I/II.

**FUNDING:** N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Parks Manager CLEAN 10-9-18, 2. A2 - Parks Manager REDLINE 10-9-18, 3. B1 - Procurement and Contracts Manager CLEAN 10-9-18, 4. B2 - Procurement and Contracts Manager REDLINE 10-9-18, 5. C1 - Geologist CLEAN 10-9-18, 6. C2 - Geologist REDLINE 10-9-18, 7. D1 - Risk Manager CLEAN 10-9-18, 8. D2 - Risk Manager REDLINE 10-9-18, 9. E1 - Sr. GIS Analyst CLEAN 10-9-18, 10. E2 - Sr. GIS Analyst REDLINE 10-9-18, 11. F1 - Deputy Surveyor CLEAN 10-9-18, 12. F2 - Deputy Surveyor REDLINE 10-9-18, 13. G1 - GIS Analyst I-II CLEAN 10-9-18, 14. G2 - GIS Analyst I-II REDLINE 10-9-18, 15. H1 - GIS Manager CLEAN 10-9-18, 16. H2 - GIS Manager REDLINE 10-9-18, 17. I1 - GIS Technician I-II CLEAN 10-9-18, 18. I2 - GIS Technician I-II REDLINE 10-9-18, 19. J - Final Resolution 10-9-18, 20. K - Approved Blue Route 10-9-18, 21. Executed Resolution 216-2018, 22. Executed Resolution 212-2018

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

Human Resources Department recommending the Board:  
1) Approve and adopt the revised class specifications for the Chief Administrative Office: Parks Manager and Procurement and Contracts Manager;  
2) Approve and adopt the revised Environmental Management Department class specification: Geologist;  
3) Approve and adopt the revised Human Resources Department class specification: Risk Manager;  
4) Approve and adopt the revised Surveyor's Office class specifications: Deputy Surveyor, Geographic Information Systems Analyst I/II, Geographic Information Systems Manager (Title Change from Manager of Geographic Information Systems), Geographic Information Systems Technician I/II (Title Change from Geographic Information Systems Specialist I/II), and Sr.

Geographic Information Systems Analyst; and

5) Adopt and authorize the Chair to sign Resolution **212-2018** approving the following title changes: Manager of Geographic Information Systems to Geographic Information Systems Manager and Geographic Information Systems Specialist I/II to Geographic Information Systems Technician I/II.

**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:*

- Parks Manager
  - Class specification revisions only
- Procurement and Contracts Manager
  - Class specification revisions only

### **Environmental Management**

*Department-specific class specification:*

- Geologist
  - Class specification revisions only

### **Human Resources Department**

*Department-specific class specification:*

- Risk Manager
  - Class specification revisions only

### **Surveyor's Office**

*Department-specific class specifications:*

- Deputy Surveyor
  - Class specification revisions only
- Geographic Information Systems Analyst I/II
  - Class specification revisions only
- Geographic Information Systems Manager

- Class specification revisions and title change from Manager of Geographic Information Systems
- Geographic Information Systems Technician I/II
  - Class specification revisions and title change from Geographic Information Systems Specialist I/II
- Sr. Geographic Information Systems Analyst
  - Class specification revisions only

### **ALTERNATIVES**

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

### **PRIOR BOARD ACTION**

See above.

### **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**

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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