



## Legislation Details (With Text)

**File #:** 18-1662      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/16/2018      **In control:** Board of Supervisors

**On agenda:** 10/30/2018      **Final action:** 10/30/2018

**Title:** Human Resources Department recommending the Board:  
1) Approve and adopt the revised class specifications for the Human Resources Department: Risk Technician (Title Change from Risk Management Technician) and Risk Analyst I/II (Title Change from Risk Management Analyst I/II); and  
2) Adopt and authorize the Chair to sign Resolution 231-2018 approving the following title changes: Risk Management Technician to Risk Technician and Risk Management Analyst I/II to Risk Analyst I/II.

**FUNDING:** N/A

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A1 - Risk Technician CLEAN 10-30-18, 2. A2 - Risk Technician REDLINE 10-30-18, 3. B1 - Risk Analyst I-II CLEAN 10-30-18, 4. B2 - Risk Analyst I-II REDLINE 10-30-18, 5. C - Resolution 10-30-18, 6. D - Approved Blue Route 10-30-18, 7. Executed Resolution 231-2018

Date	Ver.	Action By	Action	Result
10/30/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

1) Approve and adopt the revised class specifications for the Human Resources Department: Risk Technician (Title Change from Risk Management Technician) and Risk Analyst I/II (Title Change from Risk Management Analyst I/II); and  
2) Adopt and authorize the Chair to sign Resolution **231-2018** approving the following title changes: Risk Management Technician to Risk Technician and Risk Management Analyst I/II to Risk Analyst 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.

### **Human Resources Department**

#### *Department-specific class specifications:*

- Risk Technician
  - Class specification revisions and title change from Risk Management Technician.
- Risk Analyst I/II
  - Class specification revisions and title change from Risk Management Analyst I/II.

### **ALTERNATIVES**

The Board could choose not to approve and adopt any of the updated class specifications listed herein or direct staff to make additional revisions.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **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**

Tameka Usher, Director of Human Resources