



County of El Dorado

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Legislation Details (With Text)

File #: 18-1609 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 10/9/2018 **In control:** Board of Supervisors

On agenda: 11/13/2018 **Final action:** 11/13/2018

Title: Human Resources Department recommending the Board:
1) Approve and adopt the revised County-wide class specification: Executive Assistant - Law and Justice;
2) Approve and adopt the revised class specification for the Human Resources Department: Sr. Risk Analyst (Title Change from: Sr. Risk Management Analyst); and
3) Adopt and authorize the Chair to sign Resolution 234-2018 approving the following title change: Sr. Risk Management Analyst to Sr. Risk Analyst.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Sr. Risk Analyst CLEAN 11-13-18, 2. A2 - Sr. Risk Analyst REDLINE 11-13-18, 3. B1 - Executive Assistant - Law and Justice CLEAN 11-13-18, 4. B2 - Executive Assistant - Law and Justice REDLINE 11-13-18, 5. C - Final Resolution 11-13-18, 6. D - Approved Blue Route 11-13-18, 7. Executed Resolution 234-2018

Date	Ver.	Action By	Action	Result
11/13/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

- 1) Approve and adopt the revised County-wide class specification: Executive Assistant - Law and Justice;
- 2) Approve and adopt the revised class specification for the Human Resources Department: Sr. Risk Analyst (Title Change from: Sr. Risk Management Analyst); and
- 3) Adopt and authorize the Chair to sign Resolution **234-2018** approving the following title change: Sr. Risk Management Analyst to Sr. Risk Analyst.

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 specification:

- Sr. Risk Analyst
 - Class specification revisions and title change from Sr. Risk Management Analyst.

Please note that the following classification is used throughout the County (County-wide classification); therefore, this class specification may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases.

County-Wide Classification

- Executive Assistant - Law and Justice
 - Class specification revisions only.

ALTERNATIVES

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

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

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources