



Legislation Details (With Text)

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Title: Human Resources Department recommending the Board approve and adopt the revised department-specific class specifications for the following:

- 1) Chief Administrative Office: Chief Fiscal Officer - UM;
- 2) Elections Department: Assistant Registrar of Voters and Registrar of Voters;
- 3) Human Resources Department: Director of Human Resources;
- 4) Probation Department: Chief Probation Officer;
- 5) Department of Transportation: Director of Transportation; and
- 6) Treasurer/Tax Collector's Office: Assistant Treasurer/Tax Collector.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Assistant Registrar of Voters CLEAN 11-20-18, 2. A2 - Assistant Registrar of Voters REDLINE 11-20-18, 3. B1 - Assistant Treasurer-Tax Collector CLEAN 11-20-18, 4. B2 - Assistant Treasurer-Tax Collector REDLINE 11-20-18, 5. C1 - Chief Fiscal Officer - UM CLEAN 11-20-18, 6. C2 - Chief Fiscal Officer - UM REDLINE 11-20-18, 7. D1 - Chief Probation Officer CLEAN 11-20-18, 8. D2 - Chief Probation Officer REDLINE 11-20-18, 9. E1 - Director of Human Resources CLEAN 11-20-18, 10. E2 - Director of Human Resources REDLINE 11-20-18, 11. F1 - Director of Transportation CLEAN 11-20-18, 12. F2 - Director of Transportation REDLINE 11-20-18, 13. G1 - Registrar of Voters CLEAN 11-20-18, 14. G2 - Registrar of Voters REDLINE 11-20-18

Date	Ver.	Action By	Action	Result
11/20/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the revised department-specific class specifications for the following:

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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 specification:

- Chief Financial Officer - UM
 - Class specification revisions only.

Elections Department

Department-specific class specifications:

- Registrar of Voters
 - Class specification revisions only.
- Assistant Registrar of Voters
 - Class specification revisions only.

Human Resources Department

Department-specific class specification:

- Director of Human Resources
 - Class specification revisions only.

Probation Department

Department-specific class specification:

- Chief Probation Officer
 - Class specification revisions only.

Department of Transportation

Department-specific class specification:

- Director of Transportation
 - Class specification revisions only.

Treasurer/Tax Collector's Office

Department-specific class specification:

- Assistant Treasurer/Tax Collector
 - Class specification revisions only.

ALTERNATIVES

The Board could choose not to approve and adopt any of the updated class specifications 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

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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