



## Legislation Details (With Text)

**File #:** 18-1876 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 11/29/2018 **In control:** Board of Supervisors  
**On agenda:** 12/11/2018 **Final action:** 12/11/2018  
**Title:** Human Resources Department recommending the Board approve and adopt the revised Human Resources Department class specification: Human Resources Analyst I/II.  
**FUNDING:** N/A

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Human Resources Analyst I-II CLEAN, 2. B - Human Resources Analyst I-II REDLINE

Date	Ver.	Action By	Action	Result
12/11/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the revised Human Resources Department class specification: Human Resources 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 specification:*

- Human Resources Analyst I/II
  - Class specification revisions only.

## **ALTERNATIVES**

The Board could choose not to approve and adopt the updated class specification 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 this class specification 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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