



## Legislation Details (With Text)

**File #:** 19-0282      **Version:** 1

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**File created:** 2/15/2019      **In control:** Board of Supervisors

**On agenda:** 3/5/2019      **Final action:** 3/5/2019

**Title:** Human Resources Department recommending the Board approve and adopt the following:

- 1) Revised class specification for the Chief Administrative Office: Executive Assistant to the Chief Administrative Officer;
- 2) Revised class specification for the Human Resources Department: Assistant Director of Human Resources;
- 3) Revised class specifications for the Sheriff's Office: Sheriff's Property/Evidence Technician (Title change from: Property/Evidence Technician), Sheriff's Property/Evidence Technician Supervisor (Title change from: Supervising Property Evidence Technician), Sheriff's Technician I/II, and Sr. Sheriff's Technician;
- 4) Revised class specification for the Transportation Department: Transportation Planner;
- 5) Revised class specifications for the Treasurer/Tax Collector's Office: Assistant Treasurer/Tax Collector and Revenue Recovery Officer I/II;
- 6) Revised County-wide class specifications: Sr. Legal Secretary, Legal Secretary I/II, and Sr. Office Assistant;
- 7) Adopt and authorize the Chair to sign Resolution 021-2019 to approve the following:
  - a) New salary range for the classification of Executive Assistant to the Chief Administrative Officer;
  - b) Downward reclassification of one vacant (1.0 FTE) Administrative Technician position to one (1.0 FTE) Executive Assistant to the Chief Administrative Officer;
  - c) Title change from Property/Evidence Technician to Sheriff's Property/Evidence Technician;
  - d) Title change from Supervising Property Evidence Technician to Sheriff's Property/Evidence Technician Supervisor;
  - e) Addition of two (2.0 FTE) Sheriff Technician I/II positions and deletion of two (2.0 FTE) Community Services Officer positions and in the Sheriff's Office as a result of a reclassification;
  - f) Abolish the Community Services Officer classification;
  - g) Bargaining unit change for the classification of Sr. GIS Analyst;
  - h) Addition of one (1.0 FTE) Sr. Office Assistant position and deletion of one (1.0 FTE) Office Assistant I/II position in the Public Defender's Office as a result of a reclassification;
  - i) Addition of three (3.0 FTE) Sr. Office Assistant positions and deletion of three (3.0 FTE) Office Assistant I/II positions in the District Attorney's Office as a result of a reclassification;
  - j) Addition of one (1.0 FTE) Sr. Office Assistant - Limited Term and deletion of one (1.0 FTE) Office Assistant I/II - Limited Term position in the District Attorney's Office as a result of a reclassification. (Est. Time: 10 Min.)

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Executive Assistant to the CAO CLEAN 3-5-19, 2. A2 - Executive Assistant to the CAO REDLINE 3-5-19, 3. B1 - Assistant Director of Human Resources CLEAN 3-5-19, 4. B2 - Assistant Director of Human Resources REDLINE 3-5-19, 5. C1 - Sheriff's Property-Evidence Technician CLEAN 3-5-19, 6. C2 - Sheriff's Property-Evidence Technician REDLINE 3-5-19, 7. D1 - Sheriff's Property-Evidence Tech Supervisor CLEAN 3-5-19, 8. D2 - Sheriff's Property-Evidence Tech Supervisor REDLINE 3-5-19, 9. E1 - Sheriff's Technician I-II CLEAN 3-5-19, 10. E2 - Sheriff's Technician I-II REDLINE 3-5-19, 11. F1 - Sr. Sheriff's Technician CLEAN 3-5-19, 12. F2 - Sr. Sheriff's Technician REDLINE 3-5-19, 13. G1 - Assistant Treasurer-Tax Collector CLEAN 3-5-19, 14. G2 -

Assistant Treasurer-Tax Collector REDLINE 3-5-19, 15. H1 - Revenue Recovery Officer I-II CLEAN 3-5-19, 16. H2 - Revenue Recovery Officer I-II REDLINE 3-5-19, 17. I2 - Sr. Revenue Recovery Officer REDLINE 3-5-19, 18. J1 - Sr. Office Assistant CLEAN 3-5-19, 19. J2 - Sr. Office Assistant REDLINE 3-5-19, 20. K1 - Sr. Legal Secretary CLEAN 3-5-19, 21. I1 - Sr. Revenue Recovery Officer CLEAN 3-5-19, 22. K2 - Sr. Legal Secretary REDLINE 3-5-19, 23. L1 - Legal Secretary I-II CLEAN 3-5-19, 24. L2 - Legal Secretary I-II REDLINE 3-5-19, 25. M - Resolution 3-5-19, 26. N - Approved Blue Route 3-5-19, 27. O1 - Transportation Planner CLEAN 3-5-19, 28. O2 - Transportation Planner REDLINE 3-5-19, 29. Executed Resolution 021-2019, 30. Executed Budget Transfer

Date	Ver.	Action By	Action	Result
3/5/2019	1	Board of Supervisors	Approved	Pass

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- 1) Revised class specification for the Chief Administrative Office: Executive Assistant to the Chief Administrative Officer;
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  - 6) Revised County-wide class specifications: Sr. Legal Secretary, Legal Secretary I/II, and Sr. Office Assistant;
  - 7) Adopt and authorize the Chair to sign Resolution **021-2019** to approve the following:
    - a) New salary range for the classification of Executive Assistant to the Chief Administrative Officer;
    - b) Downward reclassification of one vacant (1.0 FTE) Administrative Technician position to one (1.0 FTE) Executive Assistant to the Chief Administrative Officer;
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    - h) Addition of one (1.0 FTE) Sr. Office Assistant position and deletion of one (1.0 FTE) Office Assistant I/II position in the Public Defender's Office as a result of a reclassification;
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    - j) Addition of one (1.0 FTE) Sr. Office Assistant - Limited Term and deletion of one (1.0 FTE) Office Assistant I/II - Limited Term position in the District Attorney's Office as a result of a reclassification.
- (Est. Time: 10 Min.)

**FUNDING:** General Fund.

## **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 and allocation changes. The following are the types of changes for Board consideration:

1) Revised 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.

2) Reclassifications

Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.

- a) For lateral reclassifications where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 612.1.
- b) Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 612.3.
- c) In cases of upward reclassifications, consistent with Personnel Rule 507.1 incumbents are not automatically moved to the higher class when their positions are reclassified upward, but must compete through competitive recruitment and selection process in accordance with these Rules, unless:
  1. The reclassification resulted from a class study which affects all employees in a department, a major division of a department, or an occupational field, and the following conditions are met:
    - (a) The competitive recruitment and selection process is waived by the Director at the request of the appointing authority; and
    - (b) The incumbent meets the minimum qualifications of the new class.

OR

2. The position reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following

conditions are met:

- (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and
- (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; and
- (c) The incumbent meets the minimum qualifications of the new class; and
- (d) The competitive recruitment and selection process is waived by the Board of Supervisors.

### **Chief Administrative Office**

#### *Department-specific class specification:*

- Executive Assistant to the Chief Administrative Officer
  - Class specification revisions
  - The Human Resources Department is recommending the salary for this classification be increased to be consistent with the Executive Assistant - Law and Justice classification. The current step 5 hourly salary for this classification is \$25.00, the new step 5 hourly salary would be \$25.25 (a 25 cent increase).
  - Proposed downward reclassification of one (1.0 FTE) vacant Administrative Technician position

### **Human Resources Department**

#### *Department-specific class specification:*

- Assistant Director of Human Resources
  - Class specification revisions only

### **Sheriff's Office**

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

- Sheriff's Property-Evidence Technician
  - Class specification revisions
  - Title change from Property/Evidence Technician to Sheriff's Property/Evidence Technician
- Sheriff's Property/Evidence Technician Supervisor
  - Class specification revisions
  - Title change from Supervising Property Evidence Technician to Sheriff's Property/Evidence Technician Supervisor
- Sheriff's Technician I/II
  - Class specification revisions
  - Proposed upward reclassification of two (2.0 FTE) Community Services Officer

positions

- Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbents meet the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbents meet the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for these positions.
  - The salaries for upward reclassifications are proposed to be set in accordance with Personnel Rule 612.2 Salary on Reclassification, specifically 612.2, Upward Reclassification. The incumbents will be placed at the new classification II-level, and at Step 4 in the salary range, which is the nearest step within the new salary range that is not less than 5% more than the incumbents's former salary.
- Sr. Sheriff's Technician
    - Class specification revisions only

### **Surveyor Department**

*Department-specific class specification:*

- Sr. GIS Analyst
  - Bargaining Unit Change from GE to PL - On October 9, 2018 (Legistar #: 1801472), the Board approved the revised class spec for Sr. GIS Analyst. The intention was to change the bargaining unit from GE to PL (the GIS Analyst I/II classes are currently in the PL bargaining unit; therefore, given the duties and scope of work, the Sr. class should be in the PL bargaining unit). However, when this spec was brought to the Board for approval, the bargaining unit change was not properly included in the resolution. With that, Human Resources is requesting to change the bargaining unit from GE to PL.

### **Transportation Department**

*Department-specific class specification:*

- Transportation Planner
  - Class specification revisions only

### **Treasurer/Tax Collector's Office**

*Department-specific class specification:*

- Assistant Treasurer/Tax Collector
  - Class specification revisions only
- Revenue Recovery Officer I/II
  - Class specification revisions only

Please note that the following classifications are used throughout the County; therefore, these class specifications may be presented again, as additional revisions may be recommended by departments and/or unions as the County-wide classification study progresses.

## County-Wide Classifications

- Sr. Legal Secretary
  - Class specification revisions only
- Legal Secretary I/II
  - Class specification revisions only
- Sr. Office Assistant
  - Class specification revisions
  - Proposed upward reclassifications - see further information below

On May 15, 2018 (Legistar #18-0702) and June 12, 2018 (Legistar #18-0758), the Human Resources Department submitted to the Board multiple proposals related to the Koff & Associates classification study implementation, all of which were approved.

After implementing the actions, we identified two revisions which require the Board's consideration and approval at this time:

1. Revision to the District Attorney's Office and Public Defender's Office's Personnel Allocations
2. Upward Reclassifications

### Position Allocations Revisions for the District Attorney's Office and Public Defender Office

In response to the Koff & Associates classification study, and final review of the Human Resources Department, the Human Resources Department presented an add/delete to the Board on May 15, 2018 reflecting the following:

- Deletion of one (1.0 FTE) Legal Office Assistant I/II position and addition of one (1.0 FTE) Office Assistant I/II position in the Public Defender's Office.

Also in response to the Koff & Associates classification study, and final review of the Human Resources Department, the Human Resources Department presented an add/delete to the Board on June 12, 2018 reflecting the following:

- Deletion of three (3.0 FTE) Legal Office Assistant I/II positions and addition of three (3.0 FTE) Office Assistant I/II positions in the District Attorney's Office.
- Deletion of one (1.0 FTE) Legal Office Assistant I/II - Limited Term position and addition of one (1.0 FTE) Office Assistant I/II - Limited Term position in the District Attorney's Office.

The Koff & Associates class study recommended, and Human Resources confirmed, that the aforementioned positions and incumbents should be re-classified to Office Assistant I/II. Of the incumbents that were reclassified, two were designated as a "Y" rate, in which their salary was frozen. Human Resources agreed with this recommendation, given the draft Sr. Office Assistant class specification provided by Koff & Associates, which was defined as a lead worker.

However, as Human Resources continued to work towards implementation of the County-wide classification study, it was determined that the recommended Sr. Office Assistant class specification as written by Koff & Associates was not consistent with the broad levels of clerical work that exist within the County. Therefore, Human Resources revised the Sr. Office Assistant class specification to reflect lead duties, in addition to the performance of specialized advanced clerical duties.

It is determined that the duties, responsibilities, and knowledge of the employees assigned to perform legal clerical duties within the District Attorney's Office and Public Defender's Office are not only specialized advanced clerical duties, but require basic legal knowledge, consistent with the duties performed and higher consequence or error.

With that said, Human Resources is recommending the following:

- a. Addition of one (1.0 FTE) Sr. Office Assistant position and deletion of one (1.0 FTE) Office Assistant I/II position in the Public Defender's Office.
- b. Addition of three (3.0 FTE) Sr. Office Assistant positions and deletion of three (3.0 FTE) Office Assistant I/II positions in the District Attorney's Office.
- c. Addition of one (1.0 FTE) Sr. Office Assistant - Limited Term position and deletion of one (1.0 FTE) Office Assistant I/II - Limited Term position in the District Attorney's Office.

Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived for the incumbents in these positions.

The reclassification is the result of the class study affecting all employees in a department, and the incumbents meet the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position. The salaries for upward reclassifications are proposed to be set in accordance with Personnel Rule 612, Salary on Reclassification, specifically 612.2, Upward Reclassification. The incumbents will be placed at the nearest salary step that is not less than 5% more than the incumbent's former salary.

## **ALTERNATIVES**

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

## **PRIOR BOARD ACTION**

See above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Employees' Association (Local 1)

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

The changes to classification titles and specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

Chief Administrative Office

Due to the downward reclassification listed herein for the Chief Administrative Office, the annual fiscal impact is a decrease of approximately \$12,000 each year. A budget amendment is not necessary as a result of this change.

Sheriff's Office

Due to the upward reclassifications listed herein for the Sheriff's Office, the annual fiscal impact is an increase of approximately \$6,000 each year. A budget amendment is not necessary as a result of this change.

District Attorney's Office

Due to the upward reclassifications listed herein for the District Attorney's Office, the annual fiscal impact is an increase of \$7,000. A budget amendment is not necessary as a result of this change.

Public Defender's Office

Due to the upward reclassification listed herein for the Public Defender's Office, the annual fiscal impact is an increase of \$2,000. A budget amendment is not necessary as a result of this change.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources