



Legislation Details

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

Type: Agenda Item **Status:** Approved

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 position 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