



Legislation Details (With Text)

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On agenda: 3/12/2019 **Final action:** 3/12/2019

Title: Human Resources Department recommending the Board approve and adopt the following:
1) Revised class specification for the Chief Administrative Office: Principal Management Analyst;
2) Revised class specifications for the Health and Human Services Agency: Public Health Officer and Quality Improvement Coordinator;
3) Revised class specification for the Sheriff's Office: Undersheriff; and
4) Revised County-wide class specification: Accountant/Auditor.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Principal Mangement Analyst CLEAN 3-12-19, 2. A2 - Principal Mangement Analyst REDLINE 3-12-19, 3. B1 - Public Health Officer CLEAN 3-12-19, 4. B2 - Public Health Officer REDLINE 3-12-19, 5. C1 - Quality Improvement Coordinator CLEAN 3-12-19, 6. C2 - Quality Improvement Coordinator REDLINE 3-12-19, 7. D1 - Undersheriff CLEAN 3-12-19, 8. D2 - Undersheriff REDLINE 3-12-19, 9. E1 - Accountant-Auditor CLEAN 3-12-19, 10. E2 - Accountant-Auditor REDLINE 3-12-19

Date	Ver.	Action By	Action	Result
3/12/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the following:
1) Revised class specification for the Chief Administrative Office: Principal Management Analyst;
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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 and allocation changes. The following is being presented to the Board for consideration:

- 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.

Chief Administrative Office

Department-specific class specification:

- Principal Management Analyst
 - Class specification revisions only

Health and Human Services Agency

Department-specific class specifications:

- Public Health Officer
 - Class specification revisions only
- Quality Improvement Coordinator
 - Class specification revisions only

Sheriff's Office

Department-specific class specification:

- Undersheriff
 - Class specification revisions only

Please note that the following classification is used throughout the County; therefore, this class specification 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

- Accountant/Auditor
 - Class specification revisions only

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

Revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

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