



## Legislation Details (With Text)

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**File created:** 3/5/2019 **In control:** Board of Supervisors

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**Title:** Human Resources Department recommending the Board approve and adopt the following:  
1) Revised class specifications for the Probation Department: Deputy Probation Officer I/II and Sr. Deputy Probation Officer; and  
2) Revised class specification for the Treasurer Tax-Collector's Office: Sr. Revenue Recovery Officer.

**FUNDING:** General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A1 - Deputy Probation Officer I-II CLEAN 3-12-19, 2. A2 - Deputy Probation Officer I-II REDLINE 3-12-19, 3. B1 - Sr. Deputy Probation Officer CLEAN 3-12-19, 4. B2 - Sr. Deputy Probation Officer REDLINE 3-12-19, 5. C1 - Sr. Revenue Recovery Officer CLEAN 3-12-19, 6. C2 - Sr. Revenue Recovery Officer 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 specifications for the Probation Department: Deputy Probation Officer I/II and Sr. Deputy Probation Officer; and  
2) Revised class specification for the Treasurer Tax-Collector's Office: Sr. Revenue Recovery Officer.

**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 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.

## **Probation Department**

### *Department-specific class specification:*

- Deputy Probation Officer I/II
  - Class specification revisions only
- Sr. Deputy Probation Officer
  - Class specification revisions only

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

### *Department-specific class specification:*

- Sr. Revenue Recovery Officer
  - 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) and El Dorado County Probation Officers Association

## **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**

None

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

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