



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 19-0465 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 3/15/2019 **In control:** Board of Supervisors

**On agenda:** 4/2/2019 **Final action:** 4/2/2019

**Title:** Human Resources Department recommending the Board approve and adopt the following:  
1) Revised class specifications for the Health and Human Services Agency: Nutritionist and Nutrition Services Supervisor;  
2) Revised class specification for the Probation Department: Probation Assistant;  
3) New County-wide class specification: Sr. Paralegal; and  
4) Adopt and authorize the Chair to sign Resolution 044-2019 to approve the salary range, job class number, and bargaining unit for the new classification of Sr. Paralegal.

**FUNDING:** N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Nutritionist CLEAN 4-2-19, 2. A2 - Nutritionist REDLINE 4-2-19, 3. B1 - Nutrition Services Supervisor CLEAN 4-2-19, 4. B2 - Nutrition Services Supervisor REDLINE 4-2-19, 5. C1 - Probation Assistant CLEAN 4-2-19, 6. C2 - Probation Assistant REDLINE 4-2-19, 7. D - Sr. Paralegal 4-2-19, 8. E - Resolution 4-2-19, 9. F - Approved Blue Route 4-2-19, 10. Executed Resolution 044-2019

| Date     | Ver. | Action By            | Action   | Result |
|----------|------|----------------------|----------|--------|
| 4/2/2019 | 1    | Board of Supervisors | Approved | Pass   |

Human Resources Department recommending the Board approve and adopt the following:  
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3) New County-wide class specification: Sr. Paralegal; and  
4) Adopt and authorize the Chair to sign Resolution **044-2019** to approve the salary range, job class number, and bargaining unit for the new classification of Sr. Paralegal.

**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 are the types of changes for Board consideration:

- New class specifications
- 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.

### **Health and Human Services Agency**

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

- Nutritionist Services Supervisor
  - Class specification revisions only
- Nutritionist
  - Class specification revisions only

### **Probation Department**

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

- **Probation Assistant**
  - Class specification revisions only

Please note that the following classification may be used throughout the County.

### **County-Wide Classification**

- Sr. Paralegal
  - New class specification

### **ALTERNATIVES**

The Board could choose not to adopt the revised class specifications 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 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**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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