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Title: Human Resources Department recommending the Board:
1) Approve and adopt new and revised class specifications for the Information Technologies Department; and
2) Adopt and authorize the Chair to sign Resolution 059-2019 to approve four title changes; the salary range, job class number, and bargaining unit for six new classifications; and associated changes to the personnel allocation.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Applications Analyst I-II 4-30-19, 2. B - Applications Analyst III 4-30-19, 3. C1 - IT Analyst I-II - Network Design and Admin CLEAN 4-30-19, 4. C2 - IT Analyst I-II - Network Design and Admin REDLINE 4-30-19, 5. D1 - IT Analyst III - Network Design and Admin CLEAN 4-30-19, 6. D2 - IT Analyst III - Network Design and Admin REDLINE 4-30-19, 7. E1 - IT Analyst I-II - Server Design and Admin CLEAN 4-30-19, 8. E2 - IT Analyst I-II - Server Design and Admin REDLINE 4-30-19, 9. F1 - IT Analyst III - Server Design and Admin CLEAN 4-30-19, 10. F2 - IT Analyst III - Server Design and Admin REDLINE 4-30-19, 11. G - IT Customer Support Specialist III 4-30-19, 12. H - IT Specialist I-II - Server Admin 4-30-19, 13. I - Final Class Study Report 4-30-19, 14. J - Final Class Study Report 4-30-19, 15. K - Resolution 4-30-19, 16. L - Approved Blue Route 4-30-19, 17. Executed Resolution 059-2019

Date	Ver.	Action By	Action	Result
4/30/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

1) Approve and adopt new and revised class specifications for the Information Technologies Department; and

2) Adopt and authorize the Chair to sign Resolution **059-2019** to approve four title changes; the salary range, job class number, and bargaining unit for six new classifications; and associated changes to the personnel allocation.

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) 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, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.
- b) Downward Reclassifications - 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, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.
- c) 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.

Furthermore, salaries are proposed to be set consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.2, Downward Reclassification; and Personnel Rule 608, Salary on Promotion.

- Personnel Rule 612.2 - If the position is reclassified to a class that is allocated to a higher salary range than the class of the position before it was reclassified, the salary of the employee shall be governed by Rule 608, Salary on Promotion.
- Personnel Rule 608 - Except as provided under Rule 604.2, Advanced Step Hiring, an employee who is promoted shall receive the nearest step within the new salary range that is not less than five percent (5%) more than his/her former step; provided, however, that in no case shall the increased salary be more than the top step in the new salary range.

Information Technologies Department

Department-specific class specifications:

- **Applications Analyst I/II**
 - New classification
 - The proposed hourly salary for Applications Analyst I is \$31.77 - \$38.62
 - The proposed hourly salary for Applications Analyst II is \$35.30 - \$42.91
 - Upward reclassification of one (1.0 FTE) Information Technology Analyst Trainee/I/II - App/Web Dev/Support position.
 - The incumbent will be placed at the I-level of the new classification.
 - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets 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 incumbent meets 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 salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
 - Downward reclassifications of two (1.0 FTE) Sr. Information Technology Analyst - App/Web Dev/Support positions.
 - Further analysis was conducted on one of the positions by Human Resources; the final report is attached to the Board item as Attachment I.

- Human Resources is requesting to Y-Rate the incumbents' salaries, consistent with Personnel Rule 612.3.
 - Lateral reclassifications for six (1.0 FTE) positions.
 - Five (5) Information Technology Analyst Trainee/I/II - App/Web Dev/Support positions; one (1) incumbent will be placed at the I-level, while four (4) incumbents will be placed at the II-level.
 - One (1) Information Technology Department Specialist position, of which the incumbent will be placed at the I-level.
 - The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.
- **Applications Analyst III**
 - New classification
 - The proposed hourly salary range is \$37.94 - \$46.12
 - Lateral reclassification of one (1.0 FTE) Sr. Information Technology Analyst - App/Web Dev/Support position.
 - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.
- **Information Technology Analyst I/II - Network Design and Administration**
 - Class specification revisions
 - Title change from Information Technology Analyst Trainee/I/II - Networking
- **Information Technology Analyst III - Network Design and Administration**
 - Class specification revisions
 - Title change from Sr. Information Technology Analyst - Networking
 - Upward reclassification of one (1.0 FTE) Information Technology Analyst Trainee/I/II - Networking position.
 - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets 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 incumbent meets 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 salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- **Information Technology Analyst I/II - Server Design and Administration**
 - Class specification revisions
 - Title change from Information Technology Analyst Trainee/I/II - Server Administration
 - Lateral reclassification of one (1.0 FTE) Information Technology Analyst Trainee/I/II - Operating Systems position.
 - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.
 - Upward reclassification of one (1.0 FTE) Information Technology I - Server Administration to Information Technology Analyst II - Server Design and Administration

position. (Note: Since the reclassification is taking place within a flex class, an allocation change is not required.)

- Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets 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 incumbent meets 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 salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Downward reclassification of one (1.0 FTE) Sr. Information Technology Analyst - Office Systems position.
 - The salary is proposed to be set consistent with Personnel Rule 612.3, Downward Reclassification.

- **Information Technology Analyst III - Server Design and Administration**

- Class specification revisions
- Title change from Sr. Information Technology Analyst - Server Administration

- **Information Technology Customer Support Specialist III**

- New classification
- The proposed hourly salary for this new classification is \$32.32 - \$39.29
- Downward reclassification of one (1.0 FTE) Sr. Information Technology Analyst - Office Systems position.
 - Human Resources is requesting to Y-Rate the incumbent's salary, consistent with Personnel Rule 612.3.
- Downward reclassification of one (1.0 FTE) Information Technology Analyst Trainee/I/II - Server Administration position.
 - Human Resources is requesting to Y-Rate the incumbent's salary, consistent with Personnel Rule 612.3.
- Upward reclassification of one (1.0 FTE) Information Technology Analyst Trainee/I/II - Office Systems position.
 - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets 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 incumbent meets 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 salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

- **Information Technology Specialist I/II - Server Administration**

- New classification
- The proposed hourly salary for the I-level is \$26.69 - \$32.43
- The proposed hourly salary for the II-level is \$29.38 - \$35.71
- Downward reclassification of one (1.0 FTE) Information Technology Department

Coordinator.

- Further analysis was conducted by Human Resources; the final report is attached to the Board item as Attachment J.
- The incumbent will be placed at the II-level.
- Human Resources is requesting to Y-Rate the incumbent's salary, consistent with Personnel Rule 612.3.

Given the newly established classifications and the numerous reclassifications, Human Resources is recommending the following existing classifications be abolished:

- Information Technology Analyst Trainee/I/II - Office Systems
- Information Technology Analyst Trainee - Networking
 - The Trainee level was previously part of a deep class, and now we are proposing to delete the Trainee level and keep only the I- and II-levels (in which the classification title is being revised).
- Information Technology Analyst Trainee/I/II - App/Web Dev/Support
- Information Technology Analyst Trainee/I/II - Operating Systems
- Information Technology Analyst Trainee - Server Administration
 - The Trainee level was previously part of a deep class, and now we are proposing to delete the Trainee level and keep only the I- and II-levels (in which the classification title is being revised).
- Sr. Information Technology Analyst - App/Web Dev/Support
- Sr. Information Technology Analyst - Office Systems
- Sr. Information Technology Analyst - Operating Systems

In addition to the new and revised classification specifications, Human Resources is recommending the Board adopt and authorize the Chair to sign Resolution **052-2019** to approve the following:

a) Salary range, job class number, and bargaining unit for the new classifications of:

- i) Applications Analyst I;
- ii) Applications Analyst II
- iii) Applications Analyst III; and
- iv) Information Technology Specialist I - Server Administration; and
- v) Information Technology Specialist II - Server Administration; and
- vi) Information Technology Customer Support Specialist III;

b) Title change from Information Technology Analyst Trainee/I/II - Networking to Information Technology Analyst I/II - Network Design and Administration;

c) Title change from Sr. Information Technology Analyst - Networking to Information Technology III - Network Design and Administration;

d) Title change from Information Technology Analyst Trainee/I/II - Server Administration to Information Technology Analyst I/II - Server Design and Administration;

e) Title change from Sr. Information Technology Analyst - Server Administration to Information Technology Analyst III - Server Design and Administration;

- f) Delete six (1.0 FTE) Information Technology Analyst Trainee/I/II - App/Web Dev/Support allocations; and
- g) Delete one (1.0 FTE) Information Technology Analyst Trainee/I/II - Office Systems allocation; and
- h) Delete one (1.0 FTE) Information Technology Analyst Trainee/I/II - Operating Systems allocation; and
- i) Delete one (1.0 FTE) Information Technology Department Coordinator allocation; and
- j) Delete one (1.0 FTE) Information Technology Department Specialist allocation; and
- k) Delete three (1.0 FTE) Sr. Information Technology Analyst - App/Web Dev/Support allocations; and
- l) Delete two (1.0 FTE) Sr. Information Technology Analyst - Office Systems allocations; and
- m) Add nine (1.0 FTE) Applications Analyst I/II allocations; and
- n) Add one (1.0 FTE) Applications Analyst III allocation; and
- o) Add one (1.0 FTE) Information Technology Analyst I/II - Server Design and Administration allocation; and
- p) Delete one (1.0 FTE) Information Technology Analyst I/II -Network Design and Administration allocation; and
- q) Add one (1.0 FTE) Information Technology Analyst III - Network Design and Administration allocations; and
- r) Add three (1.0 FTE) Information Technology Customer Support Specialist III allocations; and
- s) Add one (1.0 FTE) Information Technology Specialist I/II - Server Administration allocation; and
- t) Abolish the following classifications:
 - Information Technology Analyst Trainee/I/II - Office Systems
 - Information Technology Analyst Trainee - Networking
 - Information Technology Trainee/I/II - App/Web Dev/Support
 - Information Technology Trainee/I/II - Operating Systems
 - Information Technology Analyst Trainee - Server Administration
 - Sr. Information Technology Analyst - App/Web Dev/Support
 - Sr. Information Technology Analyst - Office Systems.

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.

The reclassifications will result in an annual increase of approximately \$23,777. No budget transfer is necessary for costs to be incurred this fiscal year. Additional costs will be included in the IT budget request for FY 2019-20.

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 and Mollie Purcell in the Chief Administrative Office.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources