



County of El Dorado

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Legislation Details (With Text)

File #: 19-0655 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 4/13/2019 **In control:** Board of Supervisors
On agenda: 5/14/2019 **Final action:** 5/14/2019
Title: Human Resources Department recommending the Board:
1) Approve and adopt the revised department-specific class specification for the Sheriff's Office: Sheriff's Support Services Manager; and
2) Approve and authorize the Chair to sign Resolution 077-2019 adopting the revised salary for the Sheriff's Support Services Manager classification.

FUNDING: N/A.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Sheriff's Support Services Manager CLEAN 5-14-19, 2. A2 - Sheriff's Support Services Manager REDLINE 5-14-19, 3. B - Resolution 5-14-19, 4. C - Approved Blue Route 5-14-19, 5. Executed Resolution 077-2019

Date	Ver.	Action By	Action	Result
5/14/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
1) Approve and adopt the revised department-specific class specification for the Sheriff's Office: Sheriff's Support Services Manager; and
2) Approve and authorize the Chair to sign Resolution **077-2019** adopting the revised salary for the Sheriff's Support Services Manager classification.

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 specification
 - 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.

Sheriff's Office

Department-specific class specification:

- Sheriff's Support Services Manager
 - Class specification revisions only

Additionally, Human Resources is recommending the salary for this classification be revised consistent with the 2019 market median. This position is vacant; therefore, there is no impact to current employees.

ALTERNATIVES

The Board could choose not to adopt and approve the new class specification and/or revised salary and request that revisions be made.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Managers' Association
Sheriff's Office

CAO RECOMMENDATION

It is recommended that the Board approve this item

FINANCIAL IMPACT

The revised class specifications and title changes will not result in any financial impact. However, the revision to the salary will result in an approximate savings of \$20,000 annually in salary and benefit costs.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources