



## Legislation Details (With Text)

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**On agenda:** 8/6/2019      **Final action:** 8/6/2019

**Title:** Human Resources Department recommending the Board approve the following:  
1) Revised class specifications for the Health and Human Services Agency: Deputy Director, Health and Human Services Agency (Title Change from Deputy Director), Manager of Animal Services (Title Change from Chief Animal Control Officer), and Deputy Public Guardian Supervisor (Title Change from Supervising Deputy Public Guardian);  
2) Revised class specifications for the Planning and Building Department: Deputy Building Official and Sr. Planner; and  
3) Adopt and authorize the Chair to sign Resolution 123-2019 to approve the following:  
a) The three abovementioned title changes, and  
b) Due to lateral reclassification, the deletion of a vacant 1.0 FTE Department Analyst I/II position and the addition of 1.0 FTE Administrative Analyst I/II position in the Planning and Building Department.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Deputy Director HHSA CLEAN 8-6-19, 2. A2 - Deputy Director HHSA REDLINE 8-6-19, 3. B1 - Deputy Public Guardian Supervisor CLEAN 8-6-19, 4. B2 - Deputy Public Guardian Supervisor REDLINE 8-6-19, 5. C1 - Manager of Animal Services CLEAN 8-6-19, 6. C2 - Manager of Animal Services REDLINE 8-6-19, 7. D1 - Deputy Building Official CLEAN 8-6-19, 8. D2 - Deputy Building Official REDLINE 8-6-19, 9. E1 - Sr. Planner CLEAN 8-6-19, 10. E2- Sr. Planner REDLINE 8-6-19, 11. F - Resolution 8-6-19, 12. G - Approved Blue Route 8-6-19, 13. Executed Resolution 123-2019

Date	Ver.	Action By	Action	Result
8/6/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve the following:  
1) Revised class specifications for the Health and Human Services Agency: Deputy Director, Health and Human Services Agency (Title Change from Deputy Director), Manager of Animal Services (Title Change from Chief Animal Control Officer), and Deputy Public Guardian Supervisor (Title Change from Supervising Deputy Public Guardian);  
2) Revised class specifications for the Planning and Building Department: Deputy Building Official and Sr. Planner; and  
3) Adopt and authorize the Chair to sign Resolution **123-2019** to approve the following:  
a) The three abovementioned title changes, and  
b) Due to lateral reclassification, the deletion of a vacant 1.0 FTE Department Analyst I/II position and the addition of 1.0 FTE Administrative Analyst I/II position in the Planning and Building Department.

**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 Item 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. This Board item is bringing forth the recommendation of a lateral reclassification:

- 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.

## **Health and Human Services Agency**

### *Department-specific class specifications:*

- Deputy Director, Health and Human Services Agency
  - Title change from Deputy Director
  - Class specification revisions
- Manager of Animal Services
  - Title change from Chief Animal Control Officer
  - Class specification revisions
- Deputy Public Guardian Supervisor
  - Title change from Supervising Deputy Public Guardian
  - Class specification revisions

## **Planning and Building Department**

### *Department-specific class specifications:*

- Deputy Building Official
  - Class specification revisions only
- Sr. Planner
  - Class specification revisions only

Additionally, one of the K&A recommendations from the class study was to reclassify certain Department Analyst I/II positions to the newly created class of Administrative Analyst I/II. The Board last adopted the Administrative Analyst I/II class specification in May 2018 (Legistar # 18-0702).

Therefore, HR is recommending the following:

- Lateral reclassification of a vacant 1.0 FTE position from Department Analyst I/II to Administrative Analyst I/II. (The remainder of the Department Analyst I/II allocations will be reclassified at a later date.)
  - Due to the fact that the respective classifications have the same salary ranges (e.g., Department Analyst I/II and Administrative Analyst I/II), there is no financial impact to the County with regard to the proposed allocation change.

## **ALTERNATIVES**

The Board could choose not to adopt the revised class specifications or approve the proposed reclassification and direct Human Resources to make revisions or conduct additional analysis.

## **PRIOR BOARD ACTION**

See above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Employees' Association (Local 1)

El Dorado County Managers' Association

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

The approval and adoption of revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

The lateral reclassification in Planning and Building will also not result in any financial impact, as the salary ranges for the two classifications are the same.

## **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