



## Legislation Details (With Text)

**File #:** 19-1567 **Version:** 1

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

**File created:** 10/14/2019 **In control:** Board of Supervisors

**On agenda:** 11/5/2019 **Final action:** 11/5/2019

**Title:** Human Resources Department recommending the Board:  
1) Approve the revised Sheriff's Office department-specific class specification of Assistant Public Administrator;  
2) Approve the revised Health & Human Services Agency department-specific class specification of Mental Health Medical Director; and  
3) Adopt and authorize the Chair to sign Resolution 189-2019 to approve, due to a downward reclassification, the deletion of 1.0 FTE Highway Maintenance Worker IV and the addition of 1.0 FTE Highway Maintenance worker I/II/III in the Department of Transportation.

**FUNDING:** N/A & Road Fund Savings.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Assistant Public Administrator CLEAN 11-5-19, 2. A2 - Assistant Public Administrator REDLINE 11-5-19, 3. B1 - Mental Health Medical Director CLEAN 11-5-19, 4. B2 - Mental Health Medical Director REDLINE 11-5-19, 5. C - Resolution 11-5-19, 6. D - Approved Blue Route 11-5-19, 7. Executed Resolution 189-2019

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 11/5/2019 | 1    | Board of Supervisors | Approved | Pass   |

Human Resources Department recommending the Board:

1) Approve the revised Sheriff's Office department-specific class specification of Assistant Public Administrator;  
2) Approve the revised Health & Human Services Agency department-specific class specification of Mental Health Medical Director; and  
3) Adopt and authorize the Chair to sign Resolution **189-2019** to approve, due to a downward reclassification, the deletion of 1.0 FTE Highway Maintenance Worker IV and the addition of 1.0 FTE Highway Maintenance worker I/II/III in the Department of Transportation.

**FUNDING:** N/A & Road Fund Savings.

### 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 K&A studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications.

### **Sheriff's Office**

*Department-specific class specification:*

- Assistant Public Administrator
  - Class specification revisions only.

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

*Department-specific class specification:*

- Mental Health Medical Director
  - Class specification revisions only.

### **Department of Transportation**

- Highway Maintenance Worker I/II/III
  - Downward reclassification of 1.0 FTE position from Highway Maintenance Worker IV to Highway Maintenance Worker I/II/III.
  - The position is currently vacant.

### **ALTERNATIVES**

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

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Managers' Association

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

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

The downward reclassification in the Department of Transportation will result in an approximate annual decrease of \$3,500 in salary and benefit costs.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources