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County of El Dorado

Legislation Details (With Text)

File #:	19-1616 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	10/22/2019	**In control:**	Board of Supervisors
On agenda:	11/5/2019	**Final action:**	11/5/2019
Title:	Human Resources Department recommending the Board approve the revised department-specific class specification: Deputy Clerk of the Board I/II. FUNDING: N/A		
Sponsors:			
Indexes:			
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Attachments:	1. A - Deputy Clerk of the Board I-II CLEAN 11-5-19, 2. B - Deputy Clerk of the Board I-II REDLINE 11-5-19		

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

Human Resources Department recommending the Board approve the revised department-specific class specification: Deputy Clerk of the Board I/II.

FUNDING: N/A

DISCUSSION / BACKGROUND

During a recent recruitment for Deputy Clerk of the Board I/II, it was determined that the class specification needed to be revised as some of the duties are no longer performed by this classification. Additionally, the minimum qualifications for the classification listed “experience transcribing meeting minutes” and that is also no longer required. In order to recruit the best qualified candidates with the appropriate qualifications to fill the position, Human Resources worked with the Clerk of the Board of Supervisors to update the class specification, which now reflects the current duties and responsibilities performed.

ALTERNATIVES

The Board could choose not to adopt the revised class specification.

PRIOR BOARD ACTION

This class specification was last revised and adopted on March 20, 2018 (Legistar #18-0350).

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Board of Supervisors Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The adoption of the revised class specification 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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