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County of El Dorado

Legislation Details (With Text)

File #:	20-0350 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	3/2/2020	**In control:**	Board of Supervisors
On agenda:	3/24/2020	**Final action:**	3/24/2020
Title:	Human Resources Department recommending the Board: 1) Approve and adopt the new class specification of Examination Proctor - Extra Help; and 2) Adopt and authorize the Chair to sign Resolution 050-2020 to approve the job class number, representation unit, and salary range for the new classification of Examination Proctor - Extra Help. FUNDING: General Fund.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. A - Examination Proctor - Extra Help 3-24-20, 2. B - Resolution 3-24-20, 3. C - Approved Blue Route 3-24-20, 4. Executed Resolution 050-2020		

Date	Ver.	Action By	Action	Result
3/24/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
1) Approve and adopt the new class specification of Examination Proctor - Extra Help; and
2) Adopt and authorize the Chair to sign Resolution **050-2020** to approve the job class number, representation unit, and salary range for the new classification of Examination Proctor - Extra Help.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The County currently utilizes the Human Resources Technician classification to administer/proctor written and performance examinations. When those incumbents are not available, the County has to utilize higher level classifications to perform this function. As such, Human Resources is recommending that the Board adopt the new classification of Examination Proctor - Extra Help. The salary for the new classification will be set equal to that of the Sr. Office Assistant classification.

In addition, with the transition of Merit Systems Services, Human Resources will be administering more written examinations. For examinations administered during the week, utilizing the Examination Proctor classification will allow the Human Resources Technician staff to continue to provide services to their respective clients.

Lastly, to provide better flexibility to candidates, Human Resources will be piloting the administration of written examinations for open recruitments on Saturday's to allow for more candidates who are currently employed during the week to attend. Instead of using regular staff to administer these examinations (which would require flexing schedules, comp time, or overtime), the Examination Proctor classification will be utilized.

ALTERNATIVES

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The Board could choose not to adopt the class specification and direct Human Resources to continue business as usual or utilize other classifications to administer written and performance examinations.

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
N/A

CAO RECOMMENDATION
Approve as recommended.

FINANCIAL IMPACT
There is no financial impact related to adopting the new class specification.

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
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