



## Legislation Details (With Text)

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

**File created:** 5/21/2020      **In control:** Board of Supervisors

**On agenda:** 6/9/2020      **Final action:** 6/9/2020

**Title:** Human Resources Department recommending the Board approve the revised class specification for the Planning and Building Department: Supervising Code Enforcement Officer.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Supervising Code Enforcement Officer CLEAN 6-9-20, 2. B - Supervising Code Enforcement Officer REDLINE 6-9-20

Date	Ver.	Action By	Action	Result
6/9/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve the revised class specification for the Planning and Building Department: Supervising Code Enforcement Officer.

**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 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. This item is specifically addresses the following:

- Revised class specification - All sections in the class specification was updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

### Planning and Building

*Department-specific class specification:*

- Supervising Code Enforcement Officer
  - Class specification revisions

Due to implications regarding the Fiscal Year 2020-21 budget and allocation document, Human Resources will return to the Board in late June or early July to initiate a title change for this classification from Supervising Code Enforcement Officer to Code Enforcement Supervisor.

#### **ALTERNATIVES**

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

#### **PRIOR BOARD ACTION**

See above.

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

Planning and Building Department  
Operating Engineers Local #3, Trades and Crafts

#### **CAO RECOMMENDATION**

Approve as recommended.

#### **FINANCIAL IMPACT**

The approval and 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**

None.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

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