



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 6/23/2020 **In control:** Board of Supervisors

On agenda: 7/14/2020 **Final action:** 7/14/2020

Title: Human Resources Department recommending the Board:
1) Approve and adopt the revised Health and Human Services Agency department-specific class specification: Health Educator (Title change from Health Education Coordinator);
2) Approve and adopt the revised Department of Transportation department-specific class specification: Fleet Superintendent (Title change from Equipment Superintendent);
3) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Records/Property Manager (Title change from Sheriff's Records Manager);
4) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Public Safety Dispatch Manager (Title change from Manager of Public Safety Dispatching); and
5) Adopt and authorize the Chair to sign Resolution 112-2020 to approve the above mentioned title changes.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Health Educator CLEAN 7-14-20.pdf, 2. A2 - Health Educator REDLINE 7-14-20.pdf, 3. B1 - Fleet Superintendent CLEAN 7-14-20, 4. B2 - Fleet Superintendent REDLINE 7-14-20, 5. C1 - Sheriff's Records-Property Manager CLEAN 7-14-20, 6. C2 - Sheriff's Records-Property Manager REDLINE 7-14-20, 7. D1 - Sheriff's Public Safety Dispatch Manager CLEAN 7-14-20, 8. D2 - Sheriff's Public Safety Dispatch Manager REDLINE 7-14-20, 9. E - Resolution 7-14-20, 10. F - Approved Blue Route 7-14-20, 11. Executed Resolution 112-2020

Date	Ver.	Action By	Action	Result
7/14/2020	1	Board of Supervisors	Approved	Pass

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5) Adopt and authorize the Chair to sign Resolution **112-2020** to approve the above mentioned title changes.

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 reclassifications (and subsequent allocation changes). The following is being presented to the Board for consideration:

- 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.

Health and Human Services Agency

Department-specific class specification:

- Health Educator
 - Class specification revisions
 - Title change from Health Education Coordinator

Department of Transportation

Department-specific class specification:

- Fleet Superintendent
 - Class specification revisions
 - Title change from Equipment Superintendent

Sheriff's Office

Department-specific class specifications:

- Sheriff's Records/Property Manager
 - Class specification revisions
 - Title change from Sheriff's Records Manager
- Sheriff's Public Safety Dispatch Manager
 - Class specification revisions
 - Title change from: Manager of Public Safety Dispatching

ALTERNATIVES

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

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Managers' Association

El Dorado County Employees' Association, Local 1

CAO RECOMMENDATION

Approve as recommended.

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.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resource