



## Legislation Details (With Text)

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<b>Type:</b>	Agenda Item	<b>Status:</b>	Approved
<b>File created:</b>	7/23/2020	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	9/1/2020	<b>Final action:</b>	9/1/2020
<b>Title:</b>	<p>Human Resources Department recommending the Board:</p> <p>1) Approve and adopt the revised Chief Administrative Office department-specific class specifications: Facilities Operations Technician (Title change from Building Operations Technician), Facilities Operations Supervisor (Title change from Building Operations Supervisor), Building Maintenance Worker I/II, and Building Maintenance Worker III (Title change from Sr. Building Maintenance Worker);</p> <p>2) Approve and adopt the revised Department of Planning and Building department-specific class specifications: Building Inspector I/II/III and Code Enforcement Officer I/II;</p> <p>3) Approve and adopt the new Department of Planning and Building department-specific class specification: Sr. Building Inspector;</p> <p>4) Approve and adopt the revised Sheriff's Office department-specific class specifications: Sheriff's Public Safety Dispatcher I/II (Title change from Public Safety Dispatcher I/II), Sheriff's Sr. Public Safety Dispatcher (Title change from Sr. Public Safety Dispatcher), and Sheriff's Public Safety Dispatcher Supervisor (Title change from Supervising Public Safety Dispatcher); and</p> <p>5) Adopt and authorize the Chair to sign Resolution 137-2020 to:</p> <p>a) Approve the abovementioned title changes; and</p> <p>b) Approve the Job Class Number, bargaining unit, and salary range for the new classification of Sr. Building Inspector.</p> <p>FUNDING: N/A</p>		

**Sponsors:****Indexes:****Code sections:**

**Attachments:** 1. A1 - Facilities Operations Technician CLEAN 9-1-20, 2. A2 - Facilities Operations Technician REDLINE 9-1-20, 3. B1 - Facilities Operations Supervisor CLEAN 9-1-20, 4. B2 - Facilities Operations Supervisor REDLINE 9-1-20, 5. C1 - Building Maintenance Worker I-II CLEAN 9-1-20, 6. C2 - Building Maintenance Worker I-II REDLINE 9-1-20, 7. D1 - Building Maintenance Worker III CLEAN 9-1-20, 8. D2 - Building Maintenance Worker III REDLINE 9-1-20, 9. E1 - Building Inspector I-II-III CLEAN 9-1-20, 10. E2 - Building Inspector I-II-III REDLINE 9-1-20, 11. F1 - Code Enforcement Officer I-II CLEAN 9-1-20, 12. F2 - Code Enforcement Officer I-II REDLINE 9-1-20, 13. G - Sr. Building Inspector 9-1-20, 14. H1 - Sheriff's Public Safety Dispatcher I-II CLEAN 9-1-20, 15. H2 - Sheriff's Public Safety Dispatcher I-II REDLINE 9-1-20, 16. I1 - Sheriff's Sr. Public Safety Dispatcher CLEAN 9-1-20, 17. I2 - Sheriff's Sr. Public Safety Dispatcher REDLINE 9-1-20, 18. J1 - Sheriff's Public Safety Dispatcher Supervisor CLEAN 9-1-20, 19. J2 - Sheriff's Public Safety Dispatcher Supervisor REDLINE 9-1-20, 20. K - Resolution 9-1-20, 21. L - Approved Blue Route 9-1-20, 22. Executed Resolution 137-2020

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

Human Resources Department recommending the Board:

1) Approve and adopt the revised Chief Administrative Office department-specific class specifications: Facilities Operations Technician (Title change from Building Operations Technician), Facilities Operations Supervisor (Title change from Building Operations Supervisor), Building Maintenance Worker I/II, and Building Maintenance Worker III (Title change from Sr. Building Maintenance Worker);

- 2) Approve and adopt the revised Department of Planning and Building department-specific class specifications: Building Inspector I/II/III and Code Enforcement Officer I/II;
- 3) Approve and adopt the new Department of Planning and Building department-specific class specification: Sr. Building Inspector;
- 4) Approve and adopt the revised Sheriff's Office department-specific class specifications: Sheriff's Public Safety Dispatcher I/II (Title change from Public Safety Dispatcher I/II), Sheriff's Sr. Public Safety Dispatcher (Title change from Sr. Public Safety Dispatcher), and Sheriff's Public Safety Dispatcher Supervisor (Title change from Supervising Public Safety Dispatcher); and
- 5) Adopt and authorize the Chair to sign Resolution **137-2020** to:
  - a) Approve the abovementioned title changes; and
  - b) Approve the Job Class Number, bargaining unit, and salary range for the new classification of Sr. Building Inspector.

**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 # 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 are the types of changes being presented to the Board for 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 Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position. Human Resources is proposing the downward reclassification for one vacant position:

### **Chief Administrative Office**

#### **Facilities Operations Technician**

- Class specification revisions
- Title change from Building Operations Technician

#### **Facilities Operations Supervisor**

- Class specification revisions
- Title change from Building Operations Supervisor

#### **Building Maintenance Worker I/II**

- Class specification revisions only

#### **Building Maintenance Worker III**

- Class specification revisions
- Title change from Sr. Building Maintenance Worker

### **Planning and Building**

#### **Building Inspector I/II/III**

- Class specification revisions only

#### **Sr. Building Inspector**

- New classification

#### **Code Enforcement Officer I/II**

- Class specification revisions only

### **Sheriff**

#### **Sheriff's Public Safety Dispatcher I/II**

- Class specification revisions
- Title change from Public Safety Dispatcher I/II

#### **Sr. Sheriff's Public Safety Dispatcher**

- Class specification revisions
- Title change from Sr. Public Safety Dispatcher

#### **Sheriff's Public Safety Dispatcher Supervisor**

- Class specification revisions
- Title change from Supervising Public Safety Dispatcher

### **ALTERNATIVES**

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

### **PRIOR BOARD ACTION**

See above.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Operating Engineers Local Union No. 3, Trades and Crafts Bargaining Unit  
Department of Planning and Building  
Sheriff's Office

**CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

The approval and adoption of the revised class specifications (and title changes) 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 Resources