



## Legislation Details (With Text)

**File #:** 20-1385 **Version:** 1

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

**File created:** 10/10/2020 **In control:** Board of Supervisors

**On agenda:** 11/10/2020 **Final action:** 11/10/2020

**Title:** Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution 168-2020 to:

- 1) Approve the allocation changes as listed herein. In accordance with Personnel Rule 507.1, the competitive recruitment and selection processes for the lateral and upward reclassifications are being waived by the Director of Human Resources at the request of the respective appointing authorities; and
- 2) Approve the abolishment of the Department Analyst I, Department Analyst II, and Sr. Department Analyst classifications.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution 11-10-20, 2. B - Approved Blue Route 11-10-20, 3. Executed Resolution 168-2020

Date	Ver.	Action By	Action	Result
11/10/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **168-2020** to:

- 1) Approve the allocation changes as listed herein. In accordance with Personnel Rule 507.1, the competitive recruitment and selection processes for the lateral and upward reclassifications are being waived by the Director of Human Resources at the request of the respective appointing authorities; and
- 2) Approve the abolishment of the Department Analyst I, Department Analyst II, and Sr. Department Analyst classifications.

**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 reclassifications are being presented to the Board for consideration:

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.

- a) Lateral Reclassifications - Where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.
- b) Downward Reclassification - Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.

## **Probation**

### **Administrative Analyst I/II**

- Downward reclassification of 1.0 FTE position from Sr. Department Analyst to Administrative Analyst I/II. The incumbent will be placed at the II-level.
- The salary is proposed to be set consistent with Personnel Rule 612.3, Downward Reclassification, whereas Human Resources is recommending the Board Y-rate the incumbent's salary.

## **Sheriff**

### **Administrative Analyst I/II**

- Lateral reclassification for 1.0 FTE position from Department Analyst I/II.
  - The incumbent is currently at the II-level and will remain at the II-level.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

## **Treasurer/Tax Collector**

### **Administrative Analyst I/II**

- Lateral reclassification for 1.0 FTE position from Sr. Department Analyst to Sr. Administrative Analyst.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

Additionally, should the recommended actions herein be approved by the Board, Human Resources is requesting to abolish the following classifications as there will be zero vacant/filled FTE allocations remaining and the transition from the Department Analyst class series to the Administrative Analyst class series will be complete:

- Department Analyst I
- Department Analyst II
- Sr. Department Analyst

### **ALTERNATIVES**

The Board could choose not to approve any recommendations herein and direct Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

See above.

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

El Dorado County Employees' Association, Local 1

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The approval of the lateral reclassifications will not result in any financial impact, as there are no corresponding changes to the compensation structure. The approval of the downward reclassification will also not have any financial impact since the incumbent's salary will be Y-rated.

### **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