



# County of El Dorado

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## Legislation Details

**File #:** 21-0332      **Version:** 1

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

**File created:** 2/22/2021      **In control:** Board of Supervisors

**On agenda:** 3/16/2021      **Final action:** 3/16/2021

**Title:** Human Resources Department recommending the Board:  
1) Approve and adopt two revised County-wide class specifications: Sr. Administrative Analyst and Administrative Analyst Supervisor;  
2) Approve and adopt the department-specific class specification for the Chief Administrative Office: Emergency Medical Services Specialist (title change from Quality Improvement Coordinator); and  
3) Adopt and authorize the Chair to sign Resolution 012-2021 to:  
a) Approve, due to a lateral reclassification, the deletion of 1.0 FTE Legal Office Assistant I/II allocation and the addition of 1.0 FTE Sr. Office Assistant allocation in the Probation Department - where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;  
b) Abolish the Legal Office Assistant I and Legal Office Assistant II classifications; and  
c) Approve the title change from Quality Improvement Coordinator to Emergency Medical Services Specialist.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Administrative Analyst Supervisor CLEAN 3-16-21, 2. A2 - Administrative Analyst Supervisor REDLINE 3-16-21, 3. B1 - Sr. Administrative Analyst CLEAN 3-16-21, 4. B2 - Sr. Administrative Analyst REDLINE 3-16-21, 5. C1 - Emergency Medical Services Specialist CLEAN 3-16-21, 6. C2 - Emergency Medical Services Specialist REDLINE 3-16-21, 7. D - Resolution 3-16-21, 8. E - Approved Blue Route 3-16-21, 9. Executed Resolution 012-2021

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 3/16/2021 | 1    | Board of Supervisors | Approved | Pass   |