



## Legislation Details (With Text)

**File #:** 21-0474      **Version:** 1

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

**File created:** 3/16/2021      **In control:** Board of Supervisors

**On agenda:** 4/6/2021      **Final action:** 4/6/2021

**Title:** Human Resources Department recommending the Board approve and adopt the revised Health and Human Services Agency department-specific class specification of Veterans Service Officer.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Veteran Services Officer CLEAN 4-6-21, 2. B - Veteran Services Officer REDLINE 4-6-21

Date	Ver.	Action By	Action	Result
4/6/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the revised Health and Human Services Agency department-specific class specification of Veterans Service Officer.

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

The Board of Supervisors approved the transfer of the Veteran Affairs Office from the Recorder-Clerk/Elections/Veterans Department to establish Veterans Affairs as a stand-alone program within the Health and Human Services Agency (HHSA). Prior to the transfer, the Recorder-Clerk acted as the department head for the Veteran Affairs Department. However, changes to the class specification of Veterans Service Officer were not immediately made following this reorganization, and the class specification continued to reference the Veterans Service Office and Recorder-Clerk. Human Resources (HR) has revised the class spec to remove those mentions and include the appropriate references to the program within HHSA.

In addition, given the movement to HHSA, the class spec has been updated to better align with the required duties of the classification. Along with the changes in duties, the minimum qualifications have been updated to better align with comparator agencies to attract a larger, yet still qualified applicant pool; and the following education and experience introduction statement has been revised (as previously approved by the Board):

*Current Language: Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

*Proposed Language: A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

## **ALTERNATIVES**

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

## **PRIOR BOARD ACTION**

Legistar #18-0342 - Veteran Affairs Transition (March 2018)

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Employees' Association, Local 1  
Health and Human Services Agency

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

There is no financial impact related to the adoption of a revised class specification.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the fully executed Resolution to Lauren Montalvo in Human Resources.

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Joseph Carruesco, Interim Director of Human Resources