



Legislation Details (With Text)

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File created:	9/27/2022	In control:	Board of Supervisors
On agenda:	11/15/2022	Final action:	11/15/2022
Title:	<p>Human Resources Department recommending the Board:</p> <ol style="list-style-type: none">1) Approve and adopt the new flexibly staffed classification series and class specification for Traffic Signal and Lighting Technician Trainee/I/II;2) Adopt and authorize the Chair to sign Resolution 168-2022 to:<ol style="list-style-type: none">a) Approve the Job Class Number, bargaining unit, and salary range for the new classification series of Traffic Signal and Lighting Technician Trainee/I/II;b) Approve the addition of 1.0 full time equivalent (FTE) Traffic Signal and Lighting Technician Trainee/I/II allocation and the deletion of a vacant 1.0 FTE Traffic Operations Technician in the Transportation Department, thus amending the Authorized Personnel Allocation Resolution 099-2022; andc) Authorize a salary range adjustment to the Sr. Traffic Signal and Lighting Technician classification to maintain an appropriate salary structure in the classification series due to the above changes;3) Adopt and authorize the Chair to sign Resolution 169-2022 to approve, due to upward reclassifications (positions 943 and 1293), the deletion of 2.0 FTE Fiscal Technicians allocations and the addition of 2.0 FTE Administrative Technician allocations in the Property Tax Unit of Auditor-Controller's Office, where the competitive recruitment and selection process is being waived by the Board of Supervisors at the request of the appointing authority in accordance with Personnel Rule 507.1.2, and the probationary period is being waived at the request of the Auditor-Controller with approval from the Human Resources Director;4) Approve the class specification revisions for Information Technology Analyst I/II - Server Design and Administration; and5) Approve the class specification revisions for Assistant in Land Surveying. <p>FUNDING: 82% General Fund with partial cost recovery through the Cost Allocation Plan and 18% Road Fund.</p>		

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Blue Route Auditor Reclasses 11-15-22.pdf, 2. B - Resolution Auditor Reclasses 11-15-22.pdf, 3. C - DOT Traffic Signal Series Blue Route 11-15-22.pdf, 4. D - DOT Traffic Signal Series Resolution 11-15-22.pdf, 5. E - Traffic Signal and Lighting Technician TR-I-II FINAL.pdf, 6. F - Assistant in Land Surveying REDLINE.pdf, 7. G - Assistant in Land Surveying FINAL.pdf, 8. H - IT Analyst I-II - Server Design and Admin REDLINE.pdf, 9. I - IT Analyst I-II - Server Design and Admin FINAL.pdf, 10. Executed Resolution 168-2022, 11. Executed Resolution 169-2022

Date	Ver.	Action By	Action	Result
11/15/2022	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

- 1) Approve and adopt the new flexibly staffed classification series and class specification for Traffic Signal and Lighting Technician Trainee/I/II;
- 2) Adopt and authorize the Chair to sign Resolution **168-2022** to:
 - a) Approve the Job Class Number, bargaining unit, and salary range for the new classification series of Traffic Signal and Lighting Technician Trainee/I/II;

- b) Approve the addition of 1.0 full time equivalent (FTE) Traffic Signal and Lighting Technician Trainee/I/II allocation and the deletion of a vacant 1.0 FTE Traffic Operations Technician in the Transportation Department, thus amending the Authorized Personnel Allocation Resolution 099-2022; and
- c) Authorize a salary range adjustment to the Sr. Traffic Signal and Lighting Technician classification to maintain an appropriate salary structure in the classification series due to the above changes;
- 3) Adopt and authorize the Chair to sign Resolution **169-2022** to approve, due to upward reclassifications (positions 943 and 1293), the deletion of 2.0 FTE Fiscal Technicians allocations and the addition of 2.0 FTE Administrative Technician allocations in the Property Tax Unit of Auditor-Controller's Office, where the competitive recruitment and selection process is being waived by the Board of Supervisors at the request of the appointing authority in accordance with Personnel Rule 507.1.2, and the probationary period is being waived at the request of the Auditor-Controller with approval from the Human Resources Director;
- 4) Approve the class specification revisions for Information Technology Analyst I/II - Server Design and Administration; and
- 5) Approve the class specification revisions for Assistant in Land Surveying.

FUNDING: 82% General Fund with partial cost recovery through the Cost Allocation Plan and 18% Road Fund.

DISCUSSION / BACKGROUND

At the request of the Transportation Department, Auditor-Controller's Office, Information Technologies Department (IT), and the Surveyor's Office, Human Resources (HR) studied multiple classification specifications and employee classifications, resulting in recommended revisions to these specifications and two employees being reclassified.

The proposed new Traffic Signal classification series replaces the current Traffic Operation Technician (TOT) allocation that has been difficult to fill. Not being able to recruit this position has caused the increased usage of a contracted worker to perform signal work. The new series replaces the journey-level only TOT with lower entry points at the trainee and entry levels. The journey level class in the series requires work experience and certifications that few candidates possess. Adding a trainee and entry-level in the series will help recruitment efforts by allowing candidates with various backgrounds to qualify and enter the series at a lower level. Over time incumbents can build the knowledge and experience to meet the journey-level qualifications. This may encourage external candidates to apply to County positions who previously have not considered civil service as a career and increase the promotional opportunities for internal employees who may have yet been able to progress in their public service.

The recommendation to reclassify two employees in the Auditor-Controller's Office is the result of position studies conducted by HR and aligns their classifications to their work and the County's classification structure. HR is recommending the Board approve the upward reclassification of 2.0 FTE Fiscal Technicians to 2.0 FTE Administrative Technicians in the Property Tax unit of the Auditor-Controller's Office. The competitive recruitment and selection process is being waived by the Board of Supervisors in accordance with Personnel Rule 507.1.2, and the probationary period is being waived at the request of the Auditor-Controller with approval from the Human Resources Director. The salary is consistent with Personnel Rule 612, Salary on Reclassification, specifically 612.2, Upward Reclassification.

The recommendation to revise the Information Technology Analyst I/II - Server Design and

Administration class specification is the result of changing work and how it is completed in IT. There is a body of desktop support work being performed by supervisors that has increased over time. When the work complexity and volume was assessed, it was determined to be appropriate for an Analyst role. Instead of creating a new classification, the recommendation is to broaden the Information Technology Analyst I/II - Server Design and Administration class to be able to complete the work without incumbents working out of their class. This will allow the supervisors who were performing the work to focus on other responsibilities. In the review process, an experience-only pathway was created to allow more applicants qualify for the position while maintaining the required knowledge and abilities to successfully perform the work. This will create the opportunity for additional external and internal candidates to meet the minimum qualifications and compete for job.

The recommendation to revise the Assistant in Land Surveying classification class specification is an attempt to address the low number of Surveyors with public sector experience applying for employment. There have been applicants who have excellent surveying experience but because of how the minimum qualifications were written it prevented them from qualifying to compete. The revisions bring the class specification up to date and allow candidates who have field or office surveying experience to qualify. This is an effort to allow experienced surveyors to continue in the competitive recruitment.

ALTERNATIVES

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

PRIOR BOARD ACTION

22-1368 Adoption of Sr. Traffic Signal and Lighting Technician classification

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Transportation Department

Auditor-Controller's Office

Information Technology Department

Surveyor's Office

Operating Engineers Local Union No. 3 Trades and Crafts Bargaining Unit

El Dorado County Employees' Association, Local 1

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The approximate cost of reclassifying the positions in the Auditor-Controller's Office is \$10,800 a year and \$6,600 for the remainder of the fiscal year. It is anticipated that the Auditor-Controller's Office can cover the increased cost in the current fiscal year with savings from vacancies.

There is no financial impact due to the add and delete of allocations in the Department of Transportation as the Traffic Operations Technician salary is the approximately same as the Traffic Signal and Lighting Technician II salary. Based upon where the allocation is filled in the Traffic Signal and Lighting Technician classification series there could be savings. The approximate cost of the 2% increase to the Sr. Traffic Signal and Lighting Technician would be \$2,350 for a year and \$1,450 for the remainder of the fiscal year. The department will be able to absorb the increased cost in the current fiscal year with savings from vacancies.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolutions to Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources