



Legislation Text

File #: 13-1341, **Version:** 1

Human Resources Department and Community Development Agency recommending the Board consider the following:

- 1) Approve the reclassification of a Department Analyst I/II position in the Community Development Agency to Senior Department Analyst;
- 2) Waive the requirement for filling the upgraded position through a competitive examination process allowing the current incumbent to be appointed to the position; and
- 3) Adopt Resolution **165-2013** to amend the Authorized Personnel Allocation Resolution No. 063-2013 for the Community Development Agency by deleting one (1) FTE Department Analyst I/II and adding one (1) FTE Senior Department Analyst.

Fiscal Impact/Change to Net County Cost

There will be no impact to the budget for the reclassification from Department Analyst II to Senior Department Analyst. CDA projected a Senior Department Analyst for this allocation in the 2013/14 budget.

Background

On September 14, 2012, the Interim Director of Transportation placed a Department Analyst II incumbent in "acting" status as a Senior Department Analyst due to the elevated and highly complex level of the work being assigned. In response to a request to study the position to determine if it should be more appropriately allocated to the classification, Senior Department Analyst, a study was completed in accordance with Part 3 - Position Classification of the County Personnel Rules. The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the Position Classification Questionnaire, the current classification specification, the proposed classification specification from the department and any additional documents that were submitted by the employee.
- Performed a desk audit interview of the employee in the classification for clarification and additional information.
- Analyzed the scope and complexity of the responsibilities and tasks performed and the skills, knowledge and abilities required
- Developed Findings and Recommendations based on the analysis of the above information.

Reason for Recommendation

The classification of Department Analyst II no longer reflects the level of work being performed by the incumbent and it is recommended that the position be reclassified to Senior Department Analyst. It is also recommended that, in accordance with Part 306.1 of the Personnel Rules, the examination process for promotion to this higher position be waived, and the incumbent continue in the position at the appropriate step of said salary range.

Action(s) to be taken following Board approval

Following approval of the Board, Human Resources will make changes to the approved position allocation to reflect the reclassification of a Department Analyst I/II allocation to a Senior Department

Analyst allocation. The Community Development Agency will submit the paperwork to reclass the incumbent to the new Senior Department Analyst position to be effective the first full pay period after Board approval.

Contact

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Concurrences

Human Resources

Community Development Agency