



Legislation Text

File #: 16-0709, **Version:** 1

Human Resources Department and Auditor/Controller's Office recommending the Board consider the following:

- 1) Adopt and authorize the Chair to sign Resolution **123-2016** amending the Authorized Personnel Allocation Resolution for the Auditor/Controller's Office to add 1.0 FTE Department Analyst I/II allocation and delete 1.0 FTE Administrative Technician;
- 2) Approve the reclassification of one (1) Administrative Technician position to the classification of Department Analyst II based on a reclassification study; and
- 3) Waive the requirement for filling the Department Analyst II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Based on the results of a classification study, it is recommended that an incumbent Administrative Technician in the Auditor/Controller's Office be reclassified to Department Analyst II to reflect the responsibilities and duties being performed by the incumbent, which requires an in-depth knowledge of the County's payroll system and, specifically, fiscal analysis, calculations, reconciliation, discrepancy recovery, and making all reporting corrections for PERS that currently go beyond the scope of the incumbent's current position.

To accomplish this, it is recommended the Board:

- 1) Authorize the Chair to sign Resolution 123-2016 amending the Authorized Personnel Allocation Resolution for the Auditor/Controller's Office to add 1.0 FTE Department Analyst I/II and delete 1.0 FTE Administrative Technician allocation;
- 2) Approve the reclassification of one (1) Administrative Technician position to the classification of Department Analyst II based on a reclassification study; and
- 3) Waive the requirement for filling the Department Analyst II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

DISCUSSION / BACKGROUND

In March 2016, a request to conduct a classification study of one (1) position of Administrative Technician was received by the Director of Human Resources. In response to that request, 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 Description Questionnaire, the current classification specification 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.
- ☐ Met with the Auditor/Controller, the incumbent's department head, and the Accounting Division Manager assigned to the Payroll Unit, the incumbent's direct supervisor, to confirm all submitted documentation and to review all duties and responsibilities of the position.
- ☐ 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.

The study showed that the incumbent performs the full range of duties outlined in the current job specification for the classification of Administrative Technician as well as additional duties that require an in-depth knowledge of administrative, human resources, CalPERS, and State and Federal reporting principles and practices as well as various regulations (State, Federal, EDD, CalPERS) and Government, Labor and Military Codes. The complexity of this work requires a high degree of analytical skill that falls well beyond the scope of an Administrative Technician. As the study revealed the incumbent has been performing the higher level duties for no less than two years and meets the qualifications for the Department Analyst II level position; it is recommended that the incumbent be reclassified and placed at step 2 of the Department Analyst II salary range.

The incumbent has met the following conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:

- a) The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- b) The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
- c) The incumbent meets the minimum qualifications of the new classification.

Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources. Upon approval of the Board, all conditions under 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling a Department Analyst I/II position through a competitive examination process, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

ALTERNATIVES

1) The Board could choose to direct the Auditor/Controller's Office to update their Personnel Allocations during the next budget cycle.

2) The Board could choose to amend the Authorized Personnel Allocation Resolution for the Auditor/Controller's Office to add 1.0 Full Time Equivalent Department Analyst I/II and delete 1.0 FTE Administrative Technician allocation; however, the Board could choose not to waive the requirement for filling the Department Analyst I/II position through a competitive examination process.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Chief Administrative Office concurs with the department recommendation.

FINANCIAL IMPACT

No change to Net County Cost. The fiscal impact of the reclassification for a full fiscal year is estimated at approximately \$9,000. The Department anticipates salary savings to cover the increase in FY 2016-17.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk of the Board shall obtain the Chair's signature on the Resolution and provide a fully executed copy to Human Resources for implementation.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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