



Legislation Text

File #: 18-0350, Version: 1

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specifications for the Board of Supervisors Department: Clerk of the Board of Supervisors, Deputy Clerk of the Board I/II, and Supervisor's Assistant;
- 2) Revised department-specific class specifications for the Chief Administrative Office- Administration and Economic Development Divisions: Assistant Chief Administrative Officer, Management Analyst I/II (Title Change from CAO Administrative Analyst I/II), Chief Administrative Officer, Communications and Outreach Manager, Deputy Chief Administrative Officer, and Principal Management Analyst (Title Change from Principal Administrative Analyst);
- 3) Revised department-specific class specifications for the Elections Department: Assistant Registrar of Voters, Elections Technician I/II, and Precinct Planning Specialist;
- 4) Revised department-specific class specifications for the Library Department: Director of Library Services, Early Childhood Literacy Specialist, Library Assistant I/II, Librarian I/II, Library Circulation Supervisor, Librarian Supervisor (Title Change from Supervisor Librarian), Library Systems Technician, Museum Administrator, and Sr. Library Assistant;
- 5) Revised department-specific class specifications for the Recorder-Clerk's Office: Assistant County Recorder, Microfilm/Imaging Technician I/II, Recorder-Clerk Services Supervisor, Recorder Document Examiner/Indexer I/II (Title Change from Recordable Document Examiner/Indexer I/II), and Sr. Recorder Document Examiner/Indexer (Combination and Title Change from two class specifications: Sr. Recordable Document Examiner and Sr. Recordable Document Indexer);
- 6) Revised department-specific class specification for the Veterans Department: Veterans Services Officer;
- 7) Newly-created County-wide Administrative Assistant I/II class specification;
- 8) Revised County-wide class specifications: Administrative Analyst I/II, Administrative Technician, Executive Assistant, Fiscal Assistant I/II, Information Technology Department Coordinator, and Information Technology Department Specialist;
- 9) Adopt and authorize the Chair to sign Resolution **040-2018** to approve the following:
 - a) The Job Class Number (JCN), salary range, and bargaining unit for the Administrative Assistant I/II classification;
 - b) The upward reclassification/allocation for 1.0 FTE from Sr. Office Assistant to Administrative Assistant II (CO) in the CAO - Economic Development Division;
 - c) The reclassification/allocation for 1.0 FTE from Administrative Technician to Administrative Assistant II in the Elections Department and Y-Rate the incumbent's salary;
 - d) The upwards reclassification/allocation for 1.0 FTE from Administrative Technician (CO) to Administrative Analyst II (CO) in the Library Department;
 - e) The classification title change from Principal Administrative Analyst to Principal Management Analyst;
 - f) The classification title change from Supervising Librarian to Librarian Supervisor;
 - g) The classification title change from Recordable Document Examiner/Indexer I/II to Recorder Document Examiner/Indexer I/II;
 - h) The classification title change from Sr. Recordable Document Examiner and Sr. Recordable Document Indexer to Sr. Recorder Document Examiner/Indexer; and

i) The classification title change from CAO Administrative Analyst I/II to Management Analyst I/II.
(Est. Time: 20 Min.)

FUNDING: Minor cost impact related to items 9.c. and 9.e., estimated at less than \$10,000
(General Fund)

DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specifications for the Board of Supervisors Department: Clerk of the Board of Supervisors, Deputy Clerk of the Board I/II, and Supervisor's Assistant.
- 2) Revised department-specific class specifications for the Chief Administrative Office- Administration and Economic Development Divisions: Assistant Chief Administrative Officer, Management Analyst I/II (Title Change from CAO Administrative Analyst I/II), Chief Administrative Officer, Communications and Outreach Manager, Deputy Chief Administrative Officer, and Principal Management Analyst (Title Change from Principal Administrative Analyst).
- 3) Revised department-specific class specifications for the Elections Department: Assistant Registrar of Voters, Elections Technician I/II, and Precinct Planning Specialist.
- 4) Revised department-specific class specifications for the Library Department: Director of Library Services, Early Childhood Literacy Specialist, Library Assistant I/II, Librarian I/II, Library Circulation Supervisor, Librarian Supervisor (Title Change from Supervisor Librarian), Library Systems Technician, Museum Administrator, and Sr. Library Assistant.
- 5) Revised department-specific class specifications for the Recorder-Clerk's Office: Assistant County Recorder, Microfilm/Imaging Technician I/II, Recorder-Clerk Services Supervisor, Recorder Document Examiner/Indexer I/II (Title Change from Recordable Document Examiner/Indexer I/II), and Sr. Recorder Document Examiner/Indexer (Combination and Title Change from two class specifications: Sr. Recordable Document Examiner and Sr. Recordable Document Indexer).
- 6) Revised department-specific class specification for the Veterans Department: Veterans Services Officer.
- 7) Newly-created County-wide Administrative Assistant I/II class specification.
- 8) Revised County-wide class specifications: Administrative Analyst I/II, Administrative Technician, Executive Assistant, Fiscal Assistant I/II, Information Technology Department Coordinator, and Information Technology Department Specialist.
- 9) Adopt and authorize the Chair to sign Resolution 040-2018 to approve the following:
 - a) The Job Class Number (JCN), salary range, and bargaining unit for the Administrative Assistant I/II classification;
 - b) The upward reclassification/allocation for 1.0 FTE from Sr. Office Assistant to Administrative Assistant II (CO) in the CAO - Economic Development Division;
 - c) The reclassification/allocation for 1.0 FTE from Administrative Technician to Administrative Assistant II in the Elections Department and Y-Rate the incumbent's salary;
 - d) The upwards reclassification/allocation for 1.0 FTE from Administrative Technician (CO) to Administrative Analyst II (CO) in the Library Department;
 - e) The classification title change from Principal Administrative Analyst to Principal Management Analyst;
 - f) The classification title change from Supervising Librarian to Librarian Supervisor;
 - g) The classification title change from Recordable Document Examiner/Indexer I/II to Recorder Document Examiner/Indexer I/II;
 - h) The classification title change from Sr. Recordable Document Examiner and Sr. Recordable Document Indexer to Sr. Recorder Document Examiner/Indexer; and
 - i) The classification title change from CAO Administrative Analyst I/II to Management Analyst I/II.

DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval, via Legistar Item # 16-0098, to implement, in phases, the County-Wide classification study.

Phase I of the implementation strategy includes the following departments: Agriculture, Weights and Measures; Board of Supervisors; Chief Administrative Office - Administration and Economic Development Divisions; County Counsel; Library; District Attorney; Recorder Clerk; Elections; and Veterans Departments.

- Note: The Phase I departments not listed in this item (District Attorney, Chief Administrative Office - Facilities and Central Services Divisions, County Counsel, and Agriculture, Weights and Measures) are still in progress and will be presented to the board for consideration on a flow basis in upcoming Board meetings as they are finalized.

The Human Resources Department has been working with departments (management and employees) and unions identified in Phase I to finalize for Board consideration the newly proposed class specification, and finalize class specification and allocation changes. To date, below are the recommendations by department which include the following:

- 1) Revised class specifications
 - a) All sections in the class specifications were updated to better reflect the actual duties and responsibilities.
- 2) Reclassifications (allocation changes)
 - a) Reclassifications/allocation are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications.
 - b) In cases of downward reclassifications, the Human Resources Department is requesting that the Board approve to Y-Rate the salary, which would not result in a cost savings nor reduce the salary consistent with the classification change.

Please note that seven of the class specifications are used throughout the County as well as in the identified departments; therefore, these class specifications may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases. These classes are identified as "County-Wide classifications".

County-Wide classifications:

- Administrative Analyst I/II
- Administrative Assistant I/II

- Administrative Technician
- Executive Assistant
- Fiscal Assistant I/II
- Information Technology Department Coordinator
- Information Technology Department Specialist

Board of Supervisors

Department-specific class specifications:

- Clerk of the Board of Supervisors
- Deputy Clerk of the Board I/II
- Supervisor's Assistant

Chief Administrative Office

Department-specific class specifications:

- Assistant Chief Administrative Officer
- Management Analyst I/II (Title Change from CAO Administrative Analyst I/II)
- Chief Administrative Officer
- Communications and Outreach Manager
- Deputy Chief Administrative Officer
- Principal Management Analyst (Title Change from Principal Administrative Analyst)

Proposed Upwards Reclassification: 1.0 FTE from Sr. Office Assistant to Administrative Assistant II (CO) in the CAO - Economic Development Division.

Elections Department

Department-specific class specifications:

- Assistant Registrar of Voters
- Elections Technician I/II
- Precinct Planning Specialist

Proposed Reclassification: 1.0 FTE from Administrative Technician to Administrative Assistant II and Y-Rate the incumbent's salary.

Library Department

Department-specific class specifications:

- Director of Library Services
- Early Childhood Literacy Specialist
- Library Assistant I/II
- Librarian I/II
- Library Circulation Supervisor
- Librarian Supervisor (Title Change from Supervisor Librarian)
- Library Systems Technician
- Museum Administrator
- Sr. Library Assistant

Proposed Upwards Reclassification: 1.0 FTE from Administrative Technician (CO) to Administrative Analyst II (CO).

Recorder-Clerk's Office

Department-specific class specifications:

- Assistant County Recorder
- Microfilm/Imaging Technician I/II
- Recorder-Clerk Services Supervisor
- Recorder Document Examiner/Indexer I/II (Title Change from Recordable Document Examiner/Indexer I/II)
- Sr. Recordable Document Examiner/Indexer (Combination and Title Change from two specs: Sr. Recordable Document Examiner and Sr. Recordable Document Indexer).

Veterans Department

Department-specific class specification:

- Veterans Services Officer

ALTERNATIVES

The Board could choose not to adopt and approve, and/or suggest revisions to: 1) the new County-Wide class specification, 2) any of the recommended revisions to the class specifications, 3) the recommended reclassifications and 4) title changes to class specifications.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Board of Supervisors, Chief Administrative Office, Elections, Library, Recorder-Clerk, Veterans, and El Dorado County Employees' Association (Local 1).

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The changes to classification titles and specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure. The following are the financial impacts resulting from the reclassification changes.

Library Reclassification - Administrative Technician (CO) to Administrative Analyst II (CO) **Step 2**

Total cost: approximately \$4,200 per year, with the potential for additional increases with each salary step increase. Note that this position is 0.8 FTEs.

CAO Economic Development Division Reclassification - Sr. Office Assistant (CO) to Administrative Assistant II (CO) step 3

Total cost: \$4,200 per year, with the potential for additional increases with each salary step increase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide Katie Lee in Human Resources with a copy of the

fully executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources