



Legislation Text

File #: 18-0620, **Version:** 1

Human Resources Department recommending the Board:

- 1) Approve and authorize the Chair to sign Resolution **066-2018** adopting the revised personnel allocations for the Library Department; and
- 2) Waive the requirement for filling two reclassified positions through a competitive examination process, allowing the current incumbents to be appointed to the positions as provided for in Section 306.1 of the Personnel Rules.

FUNDING: N/A

DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board: 1) approve and authorize the Chair to sign Resolution **066-2018** adopting the revised personnel allocations for the Library Department, and 2) waive the requirement for filling two reclassified positions through a competitive examination process, allowing the current incumbents to be appointed to the positions as provided for in Section 306.1 of the Personnel Rules.

DISCUSSION / BACKGROUND

On March 20, 2018 (Legistar #18-0350), the Human Resources Department submitted to the Board multiple proposals related to the Koff & Associates classification study implementation, all of which were approved.

As we were moving toward implementing the actions, we identified two revisions which require the Board's consideration and approval:

1. Revision to the Library Department's Personnel Allocations
2. Upward Reclassification

Revision to the Library Department's Personnel Allocations

In response to the Koff & Associates classification study, and final review of the Human Resources Department, the Human Resources Department presented an add/delete to the Board on March 20, 2018 for the Library Department. The request was to delete 1.0 FTE Administrative Technician and add 1.0 FTE Administrative Analyst II. The error is that the personnel allocation is not 1.0 FTE, it is 0.8 FTE. The Koff & Associates class study determined, and Human Resources confirmed, that this position should be re-classified to an Administrative Analyst II. However, the allocation should show Administrative Analyst I/II since it is a flexibly staffed class, so should the position ever become vacant, the department would have the option to fill at the I or II level. Human Resources is requesting to revise this add/delete to the following: delete 1.0 FTE Administrative Analyst II and add 0.8 FTE Administrative Analyst I/II.

In future Board items, the Human Resources Department will be sure to double check the position control document to capture the correct FTE percentage.

Upward Reclassification

As a result of the Koff & Associates classification study, and final review of the Human Resources Department, there was one (1) position in the Library Department recommended for an upward reclassification, Administrative Technician (CO) to Administrative Analyst II (CO), and one (1) position in the CAO's Office recommended for an upward reclassification, Sr. Office Assistant to Administrative Assistant II (CO) in the CAO - Economic Development Division.

Incumbents are not automatically upgraded when their positions are, and instead must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources by way of the Personnel Rules, Section 306.1. The Director of Human Resources recommends waiving such as the incumbents meet 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:

1. The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
2. 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.
3. The incumbent meets the minimum qualifications of the new classification.

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 the positions through a competitive examination process, allowing the current incumbents to be appointed to the positions in which they are current performing the duties of the reclassified classification. Should the Board not approve the waiver, the incumbents must compete through an examination and appointment process for promotion to the upgraded position.

ALTERNATIVES

The Board could deny the request of the Director of Human Resources to 1) to revise the Library Department's allocations, and 2) waive the competitive examination process; however, in doing so, there would be impacts to existing employees and financial implication associated with the increase to total FTEs in the Library's personnel allocation.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Library Department, CAO's Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

By not approving the revision to the Library Department's allocations, technically the Library Department would be able to request to fill 1.0 FTE, even though they have only been approved for funding for 0.8 FTE.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to provide Human Resources (Attention: Katie Lee) with a copy of the fully

executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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