



## Legislation Text

**File #:** 18-0702, **Version:** 1

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specification for the Board of Supervisors: Sr. Deputy Clerk of the Board;
- 2) Revised department-specific class specifications for the Department of Child Support Services: Assistant Director of Child Support Services/Chief Attorney and Director of Child Support Services;
- 3) Revised department-specific class specifications for the County Counsel's Office: Assistant County Counsel (title change from: Chief Assistant County Counsel), Associate Deputy County Counsel (title change from: Associate County Counsel), County Counsel, Deputy County Counsel, and Sr. Deputy County Counsel;
- 4) Revised County-wide class specifications: Administrative Analyst I/II, Executive Assistant - Law and Justice (title change from Executive Secretary - Law and Justice), Investigative Assistant, Legal Secretary I/II, Office Assistant I/II, and Sr. Legal Secretary; and
- 5) Adopt and authorize the Chair to sign Resolution **090-2018** to approve the following:
  - a) The classification title change from Chief Assistant County Counsel to Assistant County Counsel;
  - b) The classification title change from Associate County Counsel to Associate Deputy County Counsel;
  - c) The allocation change of 1.0 FTE from Department Analyst I/II to Administrative Analyst I/II in the County Counsel's Office; and
  - d) The downward reclassification (allocation changes) of two (0.5 FTE) positions (for a total of 1.0 FTE) from Legal Office Assistant I/II to Office Assistant I/II in the Public Defender's Office. (Est. Time: 20 Min.)

**FUNDING:** N/A

### **DEPARTMENT RECOMMENDATION**

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specification for the Board of Supervisors: Sr. Deputy Clerk of the Board.
- 2) Revised department-specific class specifications for the Department of Child Support Services: Assistant Director of Child Support Services/Chief Attorney and Director of Child Support Services.
- 3) Revised department-specific class specifications for the County Counsel's Office: Assistant County Counsel (title change from: Chief Assistant County Counsel), Associate Deputy County Counsel (title change from: Associate County Counsel), County Counsel, Deputy County Counsel, and Sr. Deputy County Counsel.
- 4) Revised County-wide class specifications: Administrative Analyst I/II, Executive Assistant - Law and Justice (title change from Executive Secretary - Law and Justice), Investigative Assistant, Legal Secretary I/II, Office Assistant I/II, and Sr. Legal Secretary.
- 5) Adopt and authorize the Chair to sign Resolution **XXX-2018** to approve the following:
  - a) The classification title change from Chief Assistant County Counsel to Assistant County Counsel.
  - b) The classification title change from Associate County Counsel to Associate Deputy County Counsel.
  - c) The allocation change of 1.0 FTE from Department Analyst I/II to Administrative Analyst I/II in the

County Counsel's Office.

d) The downward reclassification (allocation changes) of two (0.5 FTE) positions (for a total of 1.0 FTE) from Legal Office Assistant I/II to Office Assistant I/II in the Public Defender's Office.

## **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 (Legistar # 16-0098) to implement, in phases, the County-Wide classification study.

Human Resources began implementing the classification study on March 20<sup>th</sup> (Legistar # 18-0350).

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly proposed class specifications and allocation changes. 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 duties and responsibilities currently being performed and to be consistent with industry standards.

2) Reclassifications (allocation changes)

- a) Reclassifications/allocation changes 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, or place the incumbent at a particular salary step in the salary range.

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

### **County-Wide Classifications:**

- Administrative Analyst I/II\*

*The revised class specification was recently adopted by the Board. However, Human Resources is requesting that the version presented in this Board item be adopted which includes an experience pattern for the I-level as well as a substitution pattern. Having both of these will allow for the recruitment to yield additionally qualified candidates, but it also provides a career path for County employees.*

- Executive Assistant -Law and Justice

- Investigative Assistant
- Legal Secretary I/II
- Office Assistant I/II\*\*
- Sr. Legal Secretary

### **Board of Supervisors**

*Department-specific class specification:*

- Sr. Deputy Clerk of the Board

### **Department of Child Support**

*Department-specific class specification:*

- Assistant Director of Child Support Services/Chief Attorney
- Director of Child Support Services

### **County Counsel's Office**

*Department-specific class specification:*

- Assistant County Counsel
  - Title change from: Chief Assistant County Counsel
- Associate Deputy County Counsel
  - Title change from: Associate County Counsel
- County Counsel
- Deputy County Counsel
- Sr. Deputy County Counsel

*\*Reallocation: One (1.0 FTE) Department Analyst I/II position (the incumbent is currently at the II-level) will be re-allocated to the Administrative Analyst I/II classification (the incumbent will remain at the II-level).*

### **Public Defender's Office**

*Allocation Changes:*

*\*\*Proposed Downward Reclassification: Two (0.5 FTE) positions will be reclassified from Legal Office Assistant I/II to Office Assistant I/II. Both incumbents will be placed at the Office Assistant II level; one incumbent's salary, currently at step 5, will be Y-Rated. The other incumbent is currently at step 2 of the Legal Office Assistant I salary range and will be placed at Step 2 of the Office Assistant II salary range, which are identical.*

### **ALTERNATIVES**

The Board could choose not to adopt and approve any of the recommendations listed herein and request that revisions be made.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Board of Supervisors, Child Support Services, County Counsel, and the Public Defender's Department and El Dorado County Deputy County Counsel Association, 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 downward reclassifications will not have impact to the incumbents' current salaries and therefore would not result in any financial impact.

### **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