



## Legislation Text

**File #:** 18-0758, **Version:** 1

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specification for the Assessor's Office: Assistant Assessor;
- 2) Revised department-specific class specifications for the District Attorney's Office: Assistant District Attorney, Chief Assistant District Attorney, Deputy District Attorney I-IV, Investigator (District Attorney), Supervising Investigator (District Attorney), and Victim Witness Program Specialist;
- 3) Revised department-specific class specification for the Environmental Management Department: Environmental Management Manager;
- 4) Revised department-specific class specification for the Public Defender's Office: Deputy Public Defender I-IV;
- 5) Revised County-wide class specifications: Paralegal I/II and Program Manager;
- 6) Adopt and authorize the Chair to sign Resolution **121-2018** to approve the following:
  - a) The downward reclassification (reallocation) of one (1.0 FTE) position from Sr. Office Assistant to Office Assistant I/II in the Agriculture Weights and Measures Department;
  - b) The downward reclassification (reallocation) of one (1.0 FTE) position from Paralegal I/II to Executive Assistant - Law and Justice in the District Attorney's Office;
  - c) The downward reclassification (reallocation) of three (1.0 FTEs for a total of 3.0 FTEs) positions from Legal Office Assistant I/II to Office Assistant I/II in the District Attorney's Office;
  - d) The downward reclassification (reallocation) of one (1.0 FTE) position from Legal Office Assistant I/II - Limited Term to Office Assistant I/II - Limited Term in the District Attorney's Office;
  - e) The upward reclassification (reallocation) of one (1.0 FTE) position from Victim Witness Claims Specialist I/II to Victim Witness Program Specialist in the District Attorney's Office;
  - f) Abolish the Victim Witness Claims Specialist I/II class specification; and
- 7) Direct that the above position changes be added to the Fiscal Year 2018-19 Position Allocation Schedule.

**FUNDING:** General Fund, State and Federal Funds.

### **DEPARTMENT RECOMMENDATION**

Human Resources Department recommending the Board approve the following:

- 1) Revised department-specific class specification for the Assessor's Office: Assistant Assessor.
- 2) Revised department-specific class specifications for the District Attorney's Office: Assistant District Attorney, Chief Assistant District Attorney, Deputy District Attorney I-IV, Investigator (District Attorney), Supervising Investigator (District Attorney), and Victim Witness Program Specialist.
- 3) Revised department-specific class specification for the Environmental Management Department: Environmental Management Manager.
- 4) Revised department-specific class specification for the Public Defender's Office: Deputy Public Defender I-IV.
- 5) Revised County-wide class specifications: Paralegal I/II and Program Manager.
- 6) Adopt and authorize the Chair to Resolution 121-2018 to approve the following:
  - a) The downward reclassification (reallocation) of one (1.0 FTE) position from Sr. Office Assistant to Office Assistant I/II in the Agriculture Weights and Measures Department.

- b) The downward reclassification (reallocation) of one (1.0 FTE) position from Paralegal I/II to Executive Assistant - Law and Justice in the District Attorney's Office.
- c) The downward reclassification (reallocation) of three (1.0 FTEs for a total of 3.0 FTEs) positions from Legal Office Assistant I/II to Office Assistant I/II in the District Attorney's Office.
- d) The downward reclassification (reallocation) of one (1.0 FTE) position from Legal Office Assistant I/II - Limited Term to Office Assistant I/II - Limited Term in the District Attorney's Office.
- e) The upward reclassification (reallocation) of one (1.0 FTE) position from Victim Witness Claims Specialist I/II to Victim Witness Program Specialist in the District Attorney's Office.
- f) Abolish the Victim Witness Claims Specialist I/II class specification.
- 7) Direct that the above position changes be added to the Fiscal Year 2018-19 Position Allocation Schedule.

## 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.

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/reallocations 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. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position; in such cases, a classification report is provided to the Board.
- b) In cases of downward reclassifications, in accordance with Personnel Rule 1312, the salary of the incumbent employee is y-rated in cases where their current salary is greater than the maximum step of the new range, which does not result in a cost savings nor reduce the salary. If the new class has a lower salary range but the incumbent's current step is lower than the highest step in the new class, the incumbent is placed at a particular salary step in the new salary range that is the same or greater than the salary he/she was receiving prior to reclassification.
- c) In cases of upward reclassifications, 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 Rule 306.1. The Director of Human Resources recommends waiving such as the incumbent herein meets 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:

- i. The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- ii. 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.
- iii. The incumbent meets the minimum qualifications of the new classification.

Incumbents whose positions are subject to upward reclassification are placed at the nearest step within the new salary range that is not less than five percent more than his/her former step, but in no case more than the top step in the new range, pursuant to Personnel Rule 1312.

Please note that five of the class specifications presented for adoption 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**

- Paralegal I/II
- Program Manager
- Administrative Analyst I/II\*
  - *While there are no changes to the class specification for Board adoption, there are proposed downward reclassifications listed below.*
- Executive Assistant - Law and Justice\*\*
  - *While there are no changes to the class specification for Board adoption, there is a proposed downward reclassification listed below.*
- Office Assistant I/II\*\*\*
  - *While there are no changes to the class specification for Board adoption, there are proposed downward reclassifications listed below.*

### **Agriculture Weights and Measures Department**

**\*\*\*Proposed Downward Reclassification (Reallocation):** One (1.0 FTE) Sr. Office Assistant position will be reclassified (reallocated) to the Office Assistant I/II classification:

- *The incumbent will be placed at the II-level.*
- *The incumbent's salary will be Y-Rated pursuant to the County Personnel Rules.*

### **Assessor's Office**

**Department-specific class specification:**

- Assistant Assessor
  - *Note: While the Assessor's Office is scheduled to come before the Board in Phase III of*

*the implementation plan, this classification is being presented early due to an upcoming recruitment for the vacant position.*

## **District Attorney's Office**

### **Department-specific class specifications:**

- Assistant District Attorney
- Chief Assistant District Attorney
- Deputy District Attorney I-IV
- Investigator (District Attorney)
- Supervising Investigator (District Attorney)
- Victim Witness Program Specialist\*\*\*\*

**\*\*Proposed Downward Reclassification (Reallocation):** One (1.0 FTE) Paralegal I/II position will be reclassified/reallocated to the Executive Assistant - Law and Justice classification:

- *The incumbent's salary will be Y-Rated pursuant to the County Personnel Rules.*

**\*\*\*Proposed Downward Reclassifications (Reallocations):** Three (1.0 FTEs for a total of 3.0 FTEs) Legal Office Assistant (LOA) I/II positions will be reclassified (reallocated) to the Office Assistant (OA) I/II classification (Note: Step 5 of Legal Office Assistant II is higher than Step 5 of Office Assistant II):

- *Three incumbents are currently at the LOA II-level and will be placed at the OA II-level. Pursuant to the County Personnel Rules, Salary on Reclassification:*
  - *One incumbent's salary will be Y-Rated.*
  - *One incumbent is currently at step 1 of the LOA II salary range; the incumbent will be placed at step 3 of the OA II salary range. This will result in an hourly increase of 4 cents.*
  - *One incumbent is currently at step 3 of the LOA II salary range; the incumbent will be placed at step 5 of the OA II salary range. This will result in an hourly increase of 5 cents.*

**\*\*\*Proposed Downward Reclassification (Reallocation):** One (1.0 FTE) Legal Office Assistant I/II - Limited Term position will be reclassified (reallocated) to the Office Assistant I/I - Limited Term classification:

- *The incumbent is currently at the I-level and will be placed at the II-level. The incumbent is currently at step 1 of the salary range; the incumbent will be placed at step 1 of the salary range of the new class.*

**\*\*\*\*Proposed Upward Reclassification (Reallocation):** One (1.0 FTE) Victim Witness Claims Specialist I/II position will be reclassified (reallocated) to the Victim Witness Program Specialist classification:

- *The incumbent is currently at step 2 of the I-level salary range; the incumbent will be placed at step 1 of the salary range of the new class pursuant to the County Personnel Rules, Salary on Reclassification.*
  - *Upon Board approval, all conditions under Personnel Rule 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the position through a competitive examination*

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

Additionally, the Human Resources Department is requesting to abolish the class specification of Victim Witness Claims Specialist I/II. There is one incumbent, and that specific incumbent is recommended to be reclassified. Also, the newly proposed class specification for Victim Witness Program Specialist was written in a way that includes duties from the Victim Witness Claims Specialist I/II class specification. Therefore, the Victim Witness Claims Specialist I/II class is no longer viable.

### **Environmental Management Department**

#### *Department-specific class specifications:*

- Environmental Management Manager
  - Note: There is a discrepancy surrounding the title of this class. The allocation, position control, and salary schedule documents all show the classification title as Environmental Management Manager. However, the class specification posted online shows the title of Environmental Management Programs Manager. The goal is to move forward with the Environmental Management Manager and not have the word “programs” within the class title. With that said, the revised class specification being brought forth to the Board for adoption will align the title with the historical title listed within the controlling personnel allocation document, as well as the salary schedule and position control documents.

### **Public Defender’s Office**

#### *Department-specific class specifications:*

- Deputy Public Defender I-IV

### **ALTERNATIVES**

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

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

El Dorado County Employees’ Association (Local 1), El Dorado County Deputy Sheriff’s Association, El Dorado County Managers’ Association, El Dorado County Criminal Attorney’s Association

### **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 resulting in y-rated salaries will not result in any immediate financial impact, however, over time and with staff turnover these reclassifications will result in savings.

Also, as noted above, the salaries of two out of the three regular Legal Office Assistant I/II will

increase slightly with downward reclassification to Office Assistant II, 4 cents per hour and 5 cents per hour, respectively. This increase amounts to approximately \$200 in additional cost per year. The upward reclassification in the District Attorney's Office (Victim Witness Claims Specialist I/II to Victim Witness Program Specialist) will result in an increase of approximately \$2,500 each year.

The position allocation changes recommended above is not currently reflected in the FY 2018-19 Recommended Budget due to timing. If approved, the recommended allocation changes will be reflected in an amended Position Allocation Schedule that will be presented to the Board for approval following the release of the FY 2018-19 Recommended Budget.

### **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