



County of El Dorado

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Legislation Text

File #: 08-0649, Version: 1

Human Resources Department recommending Resolution amending the Authorized Personnel Allocation Resolution approving reclassification by **deleting** one (1) Fiscal Assistant II position and **adding** one (1) Fiscal Technician position for the Treasurer/Tax Collector's Department.

RECOMMENDED ACTION: Adopt Resolution **126-2008**.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$321.60
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$321.60

Fiscal Impact/Change to Net County Cost: Approval of this reclassification represents an increase of \$321.60 for the remainder of Fiscal Year 07/08. The department has sufficient salary savings to cover this increased cost.

Background: The Human Resources Department has conducted a job analysis of one Fiscal Assistant II within the Treasurer/Tax Collector's Office. The conclusion of the job analysis was a finding that the incumbent would be more properly classified as a Fiscal Technician.

Reason for Recommendation: In accordance with Personnel Management Resolution 228-84, section 503 C employee reclassifications without examination must meet the following conditions:

- An evaluation of the position must be completed. This has been conducted by Human Resources.
- The employee(s) must have performed at the higher level for at least six months. The job analysis indicates that the incumbent has been performing at the level of Fiscal Technician for at least six months.
- The action must have the concurrence of the Human Resources Director and the appointing authority. Human Resources staff has discussed this recommendation with the Treasurer/Tax Collector, who concurs with this proposed action.

Action to be taken following Board approval: The incumbent will be formally reclassified from Fiscal Assistant II to Fiscal Technician following Board of Supervisors approval.

Contact: Chris Little, x6553

Concurrences: C.L. Raffety, Treasurer/Tax Collector