



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
www.edcgov.us/bos/

## Legislation Text

File #: 08-0009, Version: 1

Human Resources Department recommending Resolution amending the Salary Schedule establishing the salary range, classification and modification of bargaining unit designation for the position of Supervising Information Technology Department Coordinator job specification; adoption of revisions for the position of Senior Information Technology Department Coordinator; and modification of the appropriate bargaining unit from Professional (PL) to Supervisory (SU) for the classification of Associate Land Surveyor.

**RECOMMENDED ACTION:** Adopt Resolution **21-2008**.

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

Fiscal Impact/Change to Net County Cost: None. Incumbents moved from the Professional (PL) Bargaining Unit to the Supervisory (SU) Bargaining Unit will receive no increase in salary. They will, however, receive 16 hours of supervisory leave per year, which cannot be accumulated or cashed out.

Background: The County currently has classifications of Associate Land Surveyor and Senior Information Technology Department Coordinator. Job specifications for both positions have permissive language which allows for supervision of subordinate staff. Currently, both positions are designated as Professional (PL) for Bargaining Unit purposes.

Reason for Recommendation: It has been determined that employees in the classification of Associate Land Surveyor and some employees in the classification of Senior Information Technology Department Coordinator have full time supervisory responsibility. The Supervisory (SU) Bargaining Unit is more appropriate for employees engaged in full time supervision of staff. Employees currently classified as Senior Information Department Coordinator with full time supervisory responsibility will be placed in the proposed classification of Supervising Information Technology Department Coordinator.

The duties of a supervisor are identified in the Employer/Employee Relations Resolution (EERR)

under Article 1, Section 2 q "Supervisory Employee" means any employee having authority, in the interest of the County, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the forgoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

As identified in Article II, Section 10 of the EERR, 10-83 as amended, the Employee Relations Officer (ERO) may propose the modification of an established Bargaining Unit. In accordance with the EERR the ERO is hereby proposing a modification of the Supervisory (SU) Bargaining Unit by adding the classifications of Associate Land Surveyor and Supervising Information Technology Department Coordinator to the Supervising (SU) Bargaining Unit.

If approved by the CAO the 16 hours leave request for those employees who are eligible as a result of this change in bargaining unit will be submitted to payroll upon the form as required by the Auditor/Controllers Office. This leave will not accrue from year to year and must be used by the last day of pay period 26 upon any given year of eligibility. This leave is not available to those employees who are performing the functions of a lead worker in their assigned classification.

Action to be taken following Board approval: Human Resources will ensure that the approved job specifications are added to the County's website and amend the Salary Schedule. Employees in the classification of Associate Land Surveyor will be moved to the Supervisory (SU) Bargaining Unit. Human Resources will work with appropriate departments to determine if allocation changes are needed for current Senior Information Technology Department Coordinators.

Contact: Chris Little, x 6553

Concurrences: