



# County of El Dorado

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## Legislation Text

File #: 08-0842, Version: 1

Human Resources Department recommending Resolution **162-2008** amending the Authorized Personnel Allocation Resolution by reclassifying (1) Secretary incumbent to Senior Office Assistant within the Agriculture Department.

**RECOMMENDED ACTION:** Approve.

BUDGET SUMMARY:		
Total Estimated Cost		\$0
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: None.

Background: The Human Resources Department has conducted a job analysis of one Secretary with the Agriculture Department. The conclusion of the job analysis was a finding that the incumbent would be more properly classified as a Senior Office Assistant.

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

- a) An evaluation of the position must be completed. This has been conducted by Human Resources.
- b) 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 duties consistent with Senior Office Assistant for at least six months.
- c) The action must have the concurrence of the Human Resources Director and the appointing authority. Human Resources staff has discussed this recommendation with the Ag Commissioner/Sealer of Weights and Measures, who concurs with this proposed action.

Action to be taken following Board approval: The incumbent will be formally reclassified from Secretary to Senior Office Assistant following Board of Supervisors approval.

Contact: Chris Little, x6553

Concurrences: Bill Stephans, Ag Commissioner/Sealer of Weights and Measures