



## Legislation Text

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**File #:** 18-1609, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve and adopt the revised County-wide class specification: Executive Assistant - Law and Justice;
- 2) Approve and adopt the revised class specification for the Human Resources Department: Sr. Risk Analyst (Title Change from: Sr. Risk Management Analyst); and
- 3) Adopt and authorize the Chair to sign Resolution **234-2018** approving the following title change: Sr. Risk Management Analyst to Sr. Risk Analyst.

**FUNDING:** N/A

### **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. 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.

### **Human Resources Department**

*Department-specific class specification:*

- Sr. Risk Analyst
  - Class specification revisions and title change from Sr. Risk Management Analyst.

Please note that the following classification is used throughout the County (County-wide classification); therefore, this class specification may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases.

### **County-Wide Classification**

- Executive Assistant - Law and Justice
  - Class specification revisions only.

### **ALTERNATIVES**

The Board could choose not to approve and adopt any of the updated class specifications with their accompanying title changes listed herein and request that additional revisions be made.

**PRIOR BOARD ACTION**

See above.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The changes to class specifications will not result in any financial impact, as there is no corresponding personnel movement or changes to the compensation structure.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources