



## Legislation Text

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**File #:** 18-1755, **Version:** 1

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Human Resources Department recommending the Board approve and adopt the revised department-specific class specifications for the following:

- 1) Chief Administrative Office: Chief Fiscal Officer - UM;
- 2) Elections Department: Assistant Registrar of Voters and Registrar of Voters;
- 3) Human Resources Department: Director of Human Resources;
- 4) Probation Department: Chief Probation Officer;
- 5) Department of Transportation: Director of Transportation; and
- 6) Treasurer/Tax Collector's Office: Assistant Treasurer/Tax Collector.

**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.

### **Chief Administrative Office**

*Department-specific class specification:*

- Chief Financial Officer - UM
  - Class specification revisions only.

### **Elections Department**

*Department-specific class specifications:*

- Registrar of Voters
  - Class specification revisions only.
- Assistant Registrar of Voters
  - Class specification revisions only.

## **Human Resources Department**

### *Department-specific class specification:*

- Director of Human Resources
  - Class specification revisions only.

## **Probation Department**

### *Department-specific class specification:*

- Chief Probation Officer
  - Class specification revisions only.

## **Department of Transportation**

### *Department-specific class specification:*

- Director of Transportation
  - Class specification revisions only.

## **Treasurer/Tax Collector's Office**

### *Department-specific class specification:*

- Assistant Treasurer/Tax Collector
  - Class specification revisions only.

## **ALTERNATIVES**

The Board could choose not to approve and adopt any of the updated class specifications 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**

N/A

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

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