



Legislation Text

File #: 19-0465, **Version:** 1

Human Resources Department recommending the Board approve and adopt the following:

- 1) Revised class specifications for the Health and Human Services Agency: Nutritionist and Nutrition Services Supervisor;
- 2) Revised class specification for the Probation Department: Probation Assistant;
- 3) New County-wide class specification: Sr. Paralegal; and
- 4) Adopt and authorize the Chair to sign Resolution **044-2019** to approve the salary range, job class number, and bargaining unit for the new classification of Sr. Paralegal.

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 and allocation changes. The following are the types of changes for Board consideration:

- New class specifications
- Revised 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.

Health and Human Services Agency

Department-specific class specifications:

- Nutritionist Services Supervisor
 - Class specification revisions only
- Nutritionist
 - Class specification revisions only

Probation Department

Department-specific class specification:

- **Probation Assistant**
 - Class specification revisions only

Please note that the following classification may be used throughout the County.

County-Wide Classification

- Sr. Paralegal
 - New class specification

ALTERNATIVES

The Board could choose not to adopt the revised class specifications and request that revisions be made.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1)

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 are no corresponding changes to the compensation structure.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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