



Legislation Text

File #: 19-0540, Version: 1

Human Resources Department recommending the Board:

- 1) Approve and adopt the revised department-specific class specifications for the Health and Human Services Agency: Public Health Nurse I/II, Disease Investigation and Control Specialist I/II, Food Services Aide (Title Change from: Food Service Aide), Psychiatric Technician I/II, and Public Health Nurse Supervisor (Title Change from: Supervising Public Health Nurse);
- 2) Approve and adopt the revised department-specific class specifications for the Sheriff's Office: Correctional Food Services Coordinator and Sheriff's Crime Analyst (Title Change from Crime Analyst);
- 3) Approve and adopt the revised department-specific class specification for the Department of Planning and Building: Clerk of the Planning Commission; and
- 4) Approve and authorize the Chair to sign Resolution **062-2019** adopting the above mentioned three two classification title changes.

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 is being presented to the Board for consideration:

- 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:

- Public Health Nurse I/II
 - Class specification revisions only

- Disease Investigation and Control Specialist I/II
 - Class specification revisions only
- Food Services Aide
 - Class specification revisions
 - Title change from Food Service Aide
- Psychiatric Technician I/II
 - Class specification revisions only
- Public Health Nurse Supervisor
 - Class specification revisions
 - Title change from Supervising Public Health Nurse

Sheriff's Office

Department-specific class specification:

- Correctional Food Services Coordinator
 - Class specification revisions only
- ~~Sheriff's Crime Analyst~~
 - ~~Class specification revisions~~
 - ~~Title change from Crime Analyst~~

Department of Planning and Building

Department-specific class specification:

- Clerk of the Planning Commission
 - Class specification revisions only

ALTERNATIVES

The Board could choose not to adopt and approve the new class specification 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 revised class specifications and title changes will not result in any financial impact, as there are

no corresponding 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