



## Legislation Text

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**File #:** 19-0655, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve and adopt the revised department-specific class specification for the Sheriff's Office: Sheriff's Support Services Manager; and
- 2) Approve and authorize the Chair to sign Resolution **077-2019** adopting the revised salary for the Sheriff's Support Services Manager classification.

**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 specification
  - 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.

### **Sheriff's Office**

*Department-specific class specification:*

- Sheriff's Support Services Manager
  - Class specification revisions only

Additionally, Human Resources is recommending the salary for this classification be revised consistent with the 2019 market median. This position is vacant; therefore, there is no impact to current employees.

### **ALTERNATIVES**

The Board could choose not to adopt and approve the new class specification and/or revised salary

and request that revisions be made.

**PRIOR BOARD ACTION**

See above.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Managers' Association  
Sheriff's Office

**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. However, the revision to the salary will result in an approximate savings of \$20,000 annually in salary and benefit costs.

**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