



Legislation Text

File #: 19-1029, **Version:** 1

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

- 1) Revised class specification for the Health and Human Services Agency: Food Services Supervisor and Manager of Mental Health Programs;
- 2) Revised class specifications for the Sheriff's Office: Sheriff's Correctional Officer I/II (Title Change from: Correctional Officer I/II) and Sheriff's Correctional Sergeant (Title Change from: Correctional Sergeant);
- 3) New class specification for the Health and Human Services Agency: Licensed Vocational Nurse I/II;
- 4) Adopt and authorize the Chair to sign Resolution **112-2019** to approve the following:
 - a) Salary range, job class number, and bargaining unit for the new classifications of Licensed Vocational Nurse I and Licensed Vocational Nurse II;
 - b) Deletion of one (1.0 FTE) Sr. Licensed Vocational Nurse position and the addition of one (1.0 FTE) Licensed Vocational Nurse I/II position in the Health and Human Services Agency;
 - c) Deletion of one (1.0 FTE) Program Manager position and the addition of one (1.0 FTE) Manager of Mental Health Programs position in the Health and Human Services Agency;
 - d) Abolishment of the Sr. Vocational Nurse classification;
 - e) Abolishment of the Licensed Vocational Nurse classification;
 - f) Title change from Correctional Officer I/II to Sheriff's Correctional Officer I/II; and
 - g) Title change from Correctional Sergeant to Sheriff's Correctional Sergeant.

FUNDING: Approximately \$14,000: 47% Federal Funding, 39% Realignment, 7% Fees, and 6% Mental Health Services Act.

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:

- 1) 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.

2) Reclassifications

Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.

- a) Lateral Reclassifications - Where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.
- b) Downward Reclassifications - Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.
- c) Upward Reclassifications - Consistent with Personnel Rule 507.1 incumbents are not automatically moved to the higher class when their positions are reclassified upward, but must compete through competitive recruitment and selection process in accordance with these Rules, unless:
 - 1. The reclassification resulted from a class study which affects all employees in a department, a major division of a department, or an occupational field, and the following conditions are met:
 - (a) The competitive recruitment and selection process is waived by the Director at the request of the appointing authority; and
 - (b) The incumbent meets the minimum qualifications of the new class.
 - OR
 - 2. The position reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following conditions are met:
 - (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and
 - (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; and
 - (c) The incumbent meets the minimum qualifications of the new class; and
 - (d) The competitive recruitment and selection process is waived by the Board of

Supervisors.

Furthermore, salaries for upward reclassifications are proposed to be set consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.2, Upward Reclassification, and Personnel Rule 608, Salary on Promotion.

Health and Human Services Agency

Department-specific class specifications:

- Food Services Supervisor
 - Class specification revisions only
- Manager of Mental Health Programs
 - Class specification revisions only
 - Upward reclassification of one (1.0 FTE) from Program Manager to Manager of Mental Health Programs.
 - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Licensed Vocational Nurse I/II
 - New classifications (the original classification of Licensed Vocational Nurse was split out into two levels)
 - Reclassification of one (1.0 FTE) from Sr. Licensed Vocational Nurse to Licensed Vocational Nurse II. While moving from a Sr. to a II-level would be considered a downward reclassification, this situation is actually presenting itself as an upward reclassification due to 1) the County's definition of an upward reclassification in the Personnel Rules, and 2) the timing of Local 1 increases to get to 8% of the market for benchmark classifications (which was previously approved by the Board on 12/4/18, Legistar #18-1877). With that said, when the salaries were set for the new Licensed Vocational Nurse I and II classification, HR took into account the goal of being at 8% of the market. Therefore, the salary for this incumbent is proposed to be set consistent with Personnel Rule 612.2 Upward Reclassification.
- Licensed Vocational Nurse
 - This classification was revised and separated out into two levels; therefore, Human Resources is recommending that this classification be abolished.
- Sr. Licensed Vocational Nurse
 - With the one incumbent being reclassified to the Licensed Vocational Nurse II classification, the department no longer has (and does not foresee) a need for the Sr. Licensed Vocational Nurse classification. Therefore, Human Resources is recommending this classification be abolished.

Sheriff's Office

Department-specific class specification:

- Sheriff's Correctional Officer I/II
 - Class specification revisions
 - Title Change from Correctional Officer I/II
- Sheriff's Correctional Sergeant
 - Class specification revisions
 - Title Change from Correctional Sergeant

ALTERNATIVES

The Board could choose not to adopt the revised class specifications or approve the proposed reclassifications and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association (Local 1)
Operating Engineers, Local #3 (Corrections)
El Dorado County Managers' Association

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The approval and adoption of new and revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

The reclassification/allocation change from Sr. Licensed Vocational Nurse to Licensed Vocational Nurse II will result in an annual increase of approximately \$4,500.

The reclassification/allocation change from Program Manager to Manager of Mental Health Programs will result in an annual increase of approximately \$9,500.

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