



## Legislation Text

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**File #:** 19-1196, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve the bargaining unit designation change for one Administrative Analyst I/II allocation (Position 1472) in the Department of Environmental Management from Professional (PL) to Confidential (CO); and
- 2) Adopt and authorize the chair to sign Resolution **133-2019** to change the bargaining unit designation as noted above.

**FUNDING:** Non-General Fund / Various Department of Environmental Management program funds.

### **DISCUSSION / BACKGROUND**

Human Resources received a request from the Department of Environmental Management to change one Administrative Analyst I/II allocation (Position #1472) from the Professional (PL) bargaining unit to the Confidential (CO) bargaining unit. Currently there are zero positions with a CO designation assigned to the department. Additionally, it's important to note that the department only has one (1) administrative support position. Human Resources evaluated the request for the bargaining unit designation change and an overview of the findings is below.

The current Administrative Analyst position provides direct support to the Director of Environmental Management (Director).

In accordance with the County's Personnel Rules, and due to the nature of the duties assigned as well as additional duties anticipated to be assigned to this position, each department is authorized to have one (1) non-management support position designated as CO.

This change in designation will allow for the current Administrative Analyst to be more directly involved with sensitive department matters related to the support of the Director.

In addition to the current duties performed by this position, duties that can be performed under the CO designation include, but are not limited to the following:

- Providing direct executive level support to the Director, including the handling of sensitive and/or confidential information;
- Providing confidential administrative support regarding matters of litigation (i.e., Meyers Landfill);
- Assisting the Director with annual budget preparation, including potentially confidential budgetary information; and
- Serving as the initial contact for phone calls, visitors, and incoming emails to the Director, which may include matters that are confidential in nature.

### **ALTERNATIVES**

The Board may choose not to approve the bargaining unit change and direct Human Resources to

conduct additional analysis.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Environmental Management  
El Dorado County Employees' Association, Local 1

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

The bargaining unit change will result in an annual increase of approximately \$4,200.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the fully-executed Resolution to Katie Lee in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources