



## Legislation Text

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**File #:** 19-1298, **Version:** 1

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Human Resources Department recommending the Board

1) Adopt and authorize the Chair to sign Resolution **146-2019** to approve:

a) Due to an upward reclassification, the deletion of 1.0 FTE Accountant I/II position and the addition of 1.0 FTE Administrative Analyst I/II in the Chief Administrative Office where the retention of the incumbent is approved by the appointing authority; and

b) Due to lateral reclassifications, the deletion of 4.0 FTE Sr. Department Analyst positions and the addition of 4.0 FTE Sr. Administrative Analyst positions in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1; and

2) Waive the competitive recruitment and selection process for 1.0 FTE Administrative Analyst I/II in accordance with Personnel Rule 507.1.2.d.

**FUNDING:** General Fund.

### **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 reclassifications (and subsequent allocation changes). The following is being presented to the Board for consideration:

### **Chief Administrative Office**

One of the K&A recommendations from the class study was to reclassify certain Sr. Department Analyst positions to the newly created class of Sr. Administrative Analyst. The Board last adopted the Sr. Administrative Analyst class specification in December 2018 (Legistar # 18-1870).

Therefore, HR is recommending the following:

- Lateral reclassification of 4.0 FTE positions from Sr. Department Analyst to Sr. Administrative Analyst.
  - Due to the fact that the respective classifications have the same salary ranges (e.g., Sr. Department Analyst and Sr. Administrative Analyst), there is no financial impact to the

- County with regard to the proposed reclassifications and subsequent allocation changes.
  - In accordance with Personnel Rule 507.1.1:
    - (a) the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority and
    - (b) the incumbents meet the minimum qualifications of the new class.
  - The salary is proposed to be set consistent with Personnel Rule 612

Additionally, the incumbent of an Accountant I/II position within the Chief Administrative Office disagreed with the K&A classification recommendation; therefore, Human Resources re-reviewed the position (the class study report is attached) and recommends the following:

- Upward reclassification of 1.0 FTE position from Accountant I/II to Administrative Analyst I/II.
  - The incumbent will be placed at the II-level.
  - The retention of the incumbent is approved by the appointing authority.
  - In accordance with Personnel Rule 507.1.2:
    - (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and
    - (b) The attached class study analyzes the duties of the position and provides the basis for the reclassification; and
    - (c) The incumbent meets the minimum qualifications of the new class
  - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

## **ALTERNATIVES**

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

## **PRIOR BOARD ACTION**

See above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office  
El Dorado County Employees' Association (Local 1)

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

The lateral reclassifications have the same salary ranges (e.g., Sr. Department Analyst and Sr. Administrative Analyst), therefore there is no financial impact to the County.

The upward reclassification will result in an approximate annual increase of \$8,400.

## **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