



Legislation Text

File #: 19-1502, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **175-2019** to approve, due to lateral reclassification, the deletion of 1.0 FTE Department Analyst I/II and the addition of 1.0 FTE Administrative Analyst in the Department of Transportation, 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.

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. As the result of such, Human Resources has been working with departments (management and employees) and unions to implement the recommendations.

One of the K&A recommendations from the class study was to reclassify certain Department Analyst I/II positions to the newly created class of Administrative Analyst I/II. The Board last adopted the Administrative Analyst I/II class specification in May 2018 (Legistar # 18-0702).

Therefore, HR is recommending the following for the Department of Transportation:

- Lateral reclassification of 1.0 FTE from Department Analyst I/II to Administrative Analyst I/II 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 incumbent meets the minimum qualifications of the new class.
- Consistent with Personnel Rule 612.1 Lateral Reclassification, the salary will remain as-is.

ALTERNATIVES

The Board could choose to deny the allocation change and direct Human Resources to review other options.

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 lateral reclassification will not result in any financial impact, as the incumbent's salary will remain the same.

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