



Legislation Text

File #: 20-0735, **Version:** 1

Human Resources Department recommending the Board approve the revised class specification for the Planning and Building Department: Supervising Code Enforcement Officer.

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 Item 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. This item is specifically addresses the following:

- Revised class specification - All sections in the class specification was updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

Planning and Building

Department-specific class specification:

- Supervising Code Enforcement Officer
 - Class specification revisions

Due to implications regarding the Fiscal Year 2020-21 budget and allocation document, Human Resources will return to the Board in late June or early July to initiate a title change for this classification from Supervising Code Enforcement Officer to Code Enforcement Supervisor.

ALTERNATIVES

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

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Planning and Building Department
Operating Engineers Local #3, Trades and Crafts

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

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

CLERK OF THE BOARD FOLLOW UP ACTIONS

None.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources