



## Legislation Text

File #: 20-0847, Version: 1

Human Resources Department recommending the Board:

- 1) Approve and adopt the revised Health and Human Services Agency department-specific class specification: Health Educator (Title change from Health Education Coordinator);
- 2) Approve and adopt the revised Department of Transportation department-specific class specification: Fleet Superintendent (Title change from Equipment Superintendent);
- 3) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Records/Property Manager (Title change from Sheriff's Records Manager);
- 4) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Public Safety Dispatch Manager (Title change from Manager of Public Safety Dispatching); and
- 5) Adopt and authorize the Chair to sign Resolution **112-2020** to approve the above mentioned title changes.

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

- 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.

### **Health and Human Services Agency**

*Department-specific class specification:*

- Health Educator
  - Class specification revisions

- Tile change from Health Education Coordinator

## **Department of Transportation**

### *Department-specific class specification:*

- Fleet Superintendent
  - Class specification revisions
  - Tile change from Equipment Superintendent

## **Sheriff's Office**

### *Department-specific class specifications:*

- Sheriff's Records/Property Manager
  - Class specification revisions
  - Title change from Sheriff's Records Manager
- Sheriff's Public Safety Dispatch Manager
  - Class specification revisions
  - Title change from: Manager of Public Safety Dispatching

## **ALTERNATIVES**

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

## **PRIOR BOARD ACTION**

See above.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Managers' Association

El Dorado County Employees' Association, Local 1

## **CAO RECOMMENDATION**

Approve as recommended.

## **FINANCIAL IMPACT**

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

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board 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 Resource