



## Legislation Text

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**File #:** 20-1325, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve and adopt the new County-wide class specification: Fiscal Manager;
- 2) Approve and adopt the revised County-wide class specification: Administrative Analyst I/II;
- 3) Adopt and authorize the Chair to sign Resolution **159-2020** to:
  - a) Approve the JCN, bargaining unit, and salary range for the new classification of Fiscal Manager; and
  - b) Approve the allocation changes as listed herein. In accordance with Personnel Rule 507.1, the competitive recruitment and selection processes for the lateral and upward reclassifications being waived by the Director of Human Resources at the request of the respective appointing authorities.

**FUNDING:** Various - Road Fund, General Fund, Permits and Fees, Federal Funds, State Funds, Local Funds.

### **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 are being presented to the Board for consideration:

- 1) New class specification - The sections in the class specification are reflective of the duties and responsibilities currently being performed and are consistent with industry standards.
- 2) Reclassifications - Reclassifications are the result of Koff & Associates studying the positions and making recommendations to ensure that the duties currently being performed are in alignment with the correct classifications. If current incumbents did not agree with the Koff & Associates recommendation, the Human Resources Department conducted a second review of the position.
  - a) Lateral Reclassifications - Where the position is reclassified to a class that is allocated to the same salary range as the class of the position before it was reclassified, the salary of the employee shall not change in accordance with Personnel Rule 612, Salary on

Reclassification, specifically Personnel Rule 612.1, Lateral Reclassification.

- b) Downward Reclassifications - Where the Human Resources Department is requesting that the Board approve downward reclassifications, salaries are proposed to be assigned to the step in the new range that is the same or greater than the salary the employee was receiving prior to reclassification, if any, or to Y-Rate salaries, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.
- c) Upward Reclassifications - Consistent with Personnel Rule 507.1 incumbents are not automatically moved to the higher class when their positions are reclassified upward, but must compete through competitive recruitment and selection process in accordance with these Rules, unless:
  - 1. The reclassification resulted from a class study which affects all employees in a department, a major division of a department, or an occupational field, and the following conditions are met:
    - (a) The competitive recruitment and selection process is waived by the Director at the request of the appointing authority; and
    - (b) The incumbent meets the minimum qualifications of the new class.

OR

- 2. The position reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following conditions are met:
  - (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and
  - (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; and
  - (c) The incumbent meets the minimum qualifications of the new class; and
  - (d) The competitive recruitment and selection process is waived by the Board of Supervisors.

Furthermore, salaries are proposed to be set consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.2, Upward Reclassification; and Personnel Rule 608, Salary on Promotion.

- Personnel Rule 612.2 - If the position is reclassified to a class that is allocated to a higher salary range than the class of the position before it was reclassified, the salary of the employee shall be governed by Rule 608, Salary on Promotion.
- Personnel Rule 608 - Except as provided under Rule 604.2, Advanced Step Hiring, an employee who is promoted shall receive the nearest step within the new salary range that is not less than five percent (5%) more than his/her former step;

provided, however, that in no case shall the increased salary be more than the top step in the new salary range.

## **County-wide**

### **Administrative Analyst I/II and Sr. Administrative Analyst**

This Board item is recommending numerous allocation changes from Department Analyst I/II to Administrative Analyst I/II as well as Sr. Department Analyst to Sr. Administrative Analyst. Both of the new administrative analyst classification specifications have previously been adopted by the Board. Human Resources is recommending minor housekeeping changes to the Administrative Analyst I/II class specification and zero changes to the Sr. Administrative Analyst class specification.

### **Fiscal Manager**

- New classification
- The proposed hourly salary is \$41.08 - \$49.93

## **Auditor/Controller**

### **Administrative Analyst I/II**

- Lateral reclassifications for 4.0 FTE positions from Department Analyst I/II.
  - All four incumbents are currently at the II-level and will remain at the II-level.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

### **Sr. Department Analyst**

- Lateral reclassifications for 2.0 FTE positions from Sr. Department Analyst.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

## **Chief Administrative Office**

## **Fiscal Manager**

- Lateral reclassifications for 2.0 FTE positions from Administrative Services Officer.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.
- Upward reclassification for 1.0 FTE position from Administrative Analyst Supervisor.
  - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

## **Health and Human Services Agency**

### **Administrative Analyst I/II**

- Lateral reclassifications for 13.0 FTE positions from Department Analyst I/II.
  - Four incumbents are currently at the I-level and will remain at the I-level.
  - Eight incumbents are currently at the II-level and will remain at the II-level.
  - One position is vacant.
- Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
- The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

### **Sr. Administrative Analyst**

- Lateral reclassifications for 4.0 FTE positions from Sr. Department Analyst.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule

507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.

- The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

## **Planning and Building**

### **Administrative Analyst I/II**

- Lateral reclassifications for 2.0 FTE positions from Department Analyst I/II.
  - One incumbent is currently at the I-level and will remain at the I-level.
  - One incumbent is currently at the II-level and will remain at the II-level.
- Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
- The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

## **Transportation**

### **Administrative Analyst I/II**

- Lateral reclassifications for 4.0 FTE positions from Department Analyst I/II.
  - Four incumbents are currently at the II-level and will remain at the II-level.
  - Pursuant to Personnel Rule 507.3(1), employees may be appointed to the newly allocated classification in accordance with the criteria and process indicated under Rule 507.1, Upward Reclassification. As such, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salaries are proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

## **ALTERNATIVES**

The Board could choose not to adopt the new class specification of Fiscal Manager and the corresponding allocation changes and direct Human Resources to make revisions or conduct further additional analysis. The Board could also choose not to adopt the recommended minor changes to the Administrative Analyst I/II class specification.

Additionally, the Board could choose not to approve any allocation changes related to the reclassifications and direct Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Employees' Association, Local 1

El Dorado County Managers' Association

Auditor/Controller's Office

Chief Administrative Office

Health and Human Services Agency

Department of Planning and Building

Department of Transportation

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

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

The upward reclassification in the Chief Administrative Office will result in the approximate financial impact as listed below:

Approximate Cost Impact 1 Year: \$10,800

Approximate Cost Impact Remainder FY 20/21: \$7,200

### **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 Resources