



Legislation Text

File #: 21-0230, **Version:** 1

Human Resources Department recommending the Board to:

- 1) Adopt and authorize the Chair to sign Resolution **005-2021** to approve:
 - a) Due to a downward reclassification, the deletion of 1.0 FTE Administrative Service Officer allocation and the addition of 1.0 FTE Administrative Analyst Supervisor allocation in the Health and Human Services Agency (and Y-Rate the incumbent's salary);
 - b) Due to a downward reclassification, the deletion of 1.0 FTE Administrative Service Officer allocation and the addition of 1.0 FTE Sr. Administrative Analyst allocation in Planning and Building (and Y-Rate the incumbent's salary);
 - c) Due to a downward reclassification, the deletion of 1.0 FTE Administrative Service Officer allocation and the addition of 1.0 FTE Administrative Analyst Supervisor allocation in Probation (and Y-Rate the incumbent's salary); and
 - d) The abolishment of the Administrative Service Officer classification; and
- 2) Approve the request for the three reclassified incumbents to maintain their earned/allocated 80 hours of management leave accrual through December 2021.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

Over the past years, the Human Resources Department (HR) has been working with departments and the union to abolish the Administrative Service Officer classification, by reclassifying employees to classifications that better align with their duties and responsibilities. Some of the incumbents did not agree with the previous recommendation; therefore, in late 2020 HR conducted a classification study to re-evaluate 2 of the 3 the respective positions. When conducting a classification study, HR uses a whole-job analysis methodology, which involves the evaluation of the core duties and responsibilities as well as the nature and level of work performed to determine the appropriate classification.

Health and Human Services Agency

HR is recommending the Board approve the downward reclassification of 1.0 FTE position from Administrative Service Officer to Administrative Analyst Supervisor.

- The salary is proposed to be Y-Rated, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.

Planning and Building

HR is recommending the Board approve the downward reclassification of 1.0 FTE position from Administrative Service Officer to Sr. Administrative Analyst.

- The salary is proposed to be Y-Rated, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.

Probation

HR is recommending the Board approve the downward reclassification of 1.0 FTE position from Administrative Service Officer to Administrative Analyst Supervisor.

- The salary is proposed to be Y-Rated, consistent with Personnel Rule 612, Salary on Reclassification, specifically Personnel Rule 612.3, Downward Reclassification.

Abolish Class

Should the Board approve all reclassifications identified herein, HR is requesting that the Board abolish the Administrative Service Officer classification as there will be no remaining allocations tied to that classification.

Management Leave

Lastly, should the Board approve all reclassifications identified herein, the bargaining units of the three incumbents will change, as will certain benefits afforded to them. Therefore, HR is requesting (with concurrence from the Chief Administrative Office) that the three incumbents be allowed to maintain their earned/allocated 80 hours of management leave accrual through December 2021. This would not be a grant of any new leave, but would allow these employees to retain and use the management leave previously allocated to them as of the first pay period of 2021 within the 2021 calendar year.

ALTERNATIVES

The Board could choose not to approve any of the proposed downward reclassifications and corresponding allocation changes, and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Managers' Association
Health and Human Services Agency
Planning and Building
Probation

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

Approval of the downward reclassifications will not result in a reduction in the salaries of the incumbents for the filled positions as the salaries will be Y-Rated. As the benefits and other compensation outlined for the Manager's Association is different than that of the Professional and Supervisory Units, it is estimated that the reclassifications will result in approximately \$17,000 in annual savings.

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