



## Legislation Text

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**File #:** 21-1172, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **097-2021** to approve, due to an upward reclassification, the deletion of 1.0 FTE Administrative Analyst I/II allocation and addition of 1.0 FTE Sr. Administrative Analyst allocation in the Chief Administrative Office; and
- 2) Waive the requirement for filling the Sr. Administrative Analyst position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 507.1.2 of the Personnel Rules.

**FUNDING:** Various sources as the Community Development Finance and Administration unit's costs are allocated to the Department of Transportation, Planning and Building, and Environmental Management.

### **DISCUSSION / BACKGROUND**

The Human Resources Department (HR) received a request from Laura Schwartz, Deputy Chief Administrative Officer, to conduct a classification study of an Administrative Analyst II position believed to be working out of class as a Sr. Administrative Analyst.

HR conducted a classification study as indicated below in which HR used a whole-job analysis approach. This methodology analyzed the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications which are required to perform the work. This approach compared jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

In conducting this classification study, HR performed the following tasks:

1. Reviewed incumbent submitted and supervisor and manager reviewed Position Description Questionnaire (PDQ);
2. Reviewed classification request form submitted by Ms. Schwartz;
3. Scheduled and conducted interview with the incumbent;
4. Requested and reviewed clarifying information provided in the classification request form and PDQ from Becky Morton, Chief Fiscal Officer;
5. Analyzed all of the information gathered to identify scope and level of work performed as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work;
6. Compared the job duties of the position to the current classification as well as other classifications in the Administrative Analyst series to determine if there was a match; and
7. Developed a Classification Study Report.

As the position classification study revealed, over the last two years the incumbent has been performing the higher level duties and meets the qualifications for the Sr. Administrative Analyst

position. HR is recommending the Board approve the upward reclassification of 1.0 FTE Administrative Analyst I/II to Sr. Administrative Analyst.

- The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless 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; (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; (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.
- Upon approval of the Board, all conditions under 507.1.2 for the upward reclassification and waiver of examination will be met, and the requirement for filling a Sr. Administrative Analyst position through a competitive examination process will be waived, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

### **ALTERNATIVES**

The Board could choose not to approve the proposed upward reclassification 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 Employees' Association, Local 1  
Chief Administrative Office

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

Approval of the upward reclassification will result in an approximate annual increase of \$8,700. There are sufficient appropriations within the Fiscal Year 2021-22 Budget to cover the increase. The increased costs will be allocated to the departments served by the Community Development Finance and Administration unit which are primarily funded by the General Fund, the Road Fund, Country Service Area 10, and service fees.

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

Upon Board adoption and approval, please provide a copy of the executed Resolution to Jordan

Meyer and Lauren Montalvo in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Joseph Carruesco, Director of Human Resources