



Legislation Text

File #: 21-1263, **Version:** 1

Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **101-2021** to approve:
 - a) Due to upward reclassification, the deletion of 2.0 FTE Equipment Mechanic III allocations and the addition of 2.0 FTE Sr. Equipment Mechanic allocations in the Transportation Department; and
 - b) Abolish the Equipment Mechanic III classification; and
- 2) Waive the requirement for filling the Sr. Equipment Mechanic positions through a competitive examination process, allowing the current incumbents to be appointed to the position as provided for in Section 507.1.2 of the Personnel Rules; and

FUNDING: Road Fund.

DISCUSSION / BACKGROUND

The Human Resources Department (HR) conducted a classification study 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.

Human Resources found that since 2016, the County's fleet of heavy equipment has become increasingly modernized and computerized. Advanced journey level knowledge of computerized system functionality is critical for operation. Additionally, Human Resources found that there is substantial overlap of duties in the class specifications for Equipment Mechanic III and Sr. Equipment Mechanic. The Sr. Equipment Mechanic and the Equipment Mechanic III both have the same minimum qualifications. This indicates that the positions are functioning at the same technical skill level; however, the Sr. Equipment Mechanic is performing lead worker duties in addition to their regularly assigned duties. The department indicated that the Equipment Mechanic III is also providing technical and functional direction to lower level staff.

Given that there is substantial overlap between the class specifications, HR is recommending the Board approve the upward reclassification of 2.0 FTE Equipment Mechanic III allocations to Sr. Equipment Mechanic. 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; 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. (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. Equipment Mechanic position through a competitive examination process will be waived, allowing the current incumbents to be appointed to the positions. Should the Board not approve the waiver, the incumbents must compete through an examination and appointment process for promotion to the upgraded position.

Should the Board approve the reclassification, Human Resources is requesting that the Board abolish the Equipment Mechanic III classification as there will no longer be an operational need for the class nor any allocations tied to the class.

ALTERNATIVES

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

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Department of Transportation
Operating Engineers, Local #3 - Trades and Crafts Unit

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The upward reclassifications will increase salary and benefits costs by approximately \$4,200 annually. The increase will be funded by the Road Fund. The Department of Transportation has sufficient appropriations in the Fiscal Year 2021-22 Budget to cover the increased costs.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Lauren Montalvo and Jordan Meyer in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources