



Legislation Text

File #: 22-2204, **Version:** 1

Human Resources Department recommending the Board:

1) Approve the class specification revisions for:

- a) Fiscal Technician;
- b) Paralegal I/II;
- c) Information Technology Analyst - Cloud Systems;
- d) Sr. Elections Technician; and

2) Adopt and authorize the Chair to sign Resolution **191-2022** to approve a salary range adjustment to the Sr. Elections Technician classification to maintain an appropriate salary structure in the classification series due to the classification revision.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

After consultation with multiple departments, including the District Attorney, Public Defender, Information Technology, Health and Human Services Agency, Chief Administrative Office, Treasurer-Tax Collector, Elections, and the Auditor-Controller, the Human Resources Department recommends the Board of Supervisors adopt modifications to several existing class specifications and adjust the salary range of Sr. Elections Technician.

The proposed revisions to the Fiscal Technician class is due to recruitments historically having low numbers of candidates applying and competing in recruitments. Human Resources is finding fewer candidates applying, participating in the recruitment, and appearing for an interview. The recommended revision will allow candidates with a Bachelor's degree and who have completed at least 15 semester units of fiscal-related coursework, to qualify when they previously would not have qualified. The intent of updating the classification specification is to increase the number of qualified candidates on the eligible list and fill vacancies in various departments.

The County's Paralegal I/II classification conflicts with the California Business and Professions Code (CBPC) requirements to use the "Paralegal" title. The CBPC requirement included different experience and education components and pathways to qualify to use the Paralegal title that the County's minimum qualifications did not include. The proposed revision will bring County and the State requirements into alignment. The classification specification needs to be updated to mitigate the possibility of disqualifying a candidate who does not meet the County requirement but does meet the State's requirement.

The Information Technology Analyst - Cloud Systems classification is a newer classification adopted in August of this year. Due to an oversight, a draft version of the classification was presented to the Board for consideration and approval. In an effort to correct the error, the recommendation is to approve the final version, which includes updating the intended minimum qualifications and several revisions that focus on the strategic planning expected from the position.

The recommendation to revise the Sr. Elections Technician classification and increase the salary range is the result of a request from the Elections Department. Elections indicated the specification no longer represented the work being performed due to substantive, measurable changes in the work and degree of responsibility. Over time it is normal for employees to gain increased knowledge and skills in performing the work and this may or may not justify a classification revision and salary

adjustment. The completed Sr. Elections Technician review supports the recommendation to revise the classification and increase the salary range to maintain an appropriate compensation structure. The higher level of responsibility included in the recommendation supports the 3.4% increase to the salary range and will also bring the compensation structure into alignment with other County classification series.

ALTERNATIVES

The Board could choose not to approve the recommendations and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

22-1505 Adoption of Information Technology Analyst - Cloud Systems classification

OTHER DEPARTMENT / AGENCY INVOLVEMENT

District Attorney's Office
Public Defender Department
Information Technologies Department
Health and Human Service Agency
Chief Administrative Office
Treasurer-Tax Collector Office
Elections Department
Auditor-Controller's Office
El Dorado County Employees' Association, Local 1

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The approximate annual cost of the increase in compensation to the Sr. Elections Technician classification is \$2,400 and \$1,200 for the remainder of the fiscal year. The department has savings sufficient to offset these costs in the current fiscal year.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources