



Legislation Text

File #: 23-0251, **Version:** 1

Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **028-2023** to approve:
 - a. Due to an upward reclassification, the deletion of 1.0 full-time equivalent (FTE) Air Quality Administrative Analyst (position 705) allocation and the addition of 1.0 FTE Program Manager allocation in the Air Quality Management District; and
 - b. On reclassification of the incumbent, the waiving of the competitive recruitment and selection process at the request of the appointing authority in accordance with and meeting the conditions of Personnel Rule 507.1.2.
- 2) Approve the bargaining unit designation change for the classification of Sr. Air Quality Specialist from Professional (PL) to Supervisory (SU); and
- 3) Approve the classification specification revisions for Air Pollution Control Officer and Sr. Air Quality Specialist.

FUNDING: Permit revenues, State surcharge fees, Grants.

DISCUSSION / BACKGROUND

The Air Quality Management District requested several of the Air Districts' class specifications be revised and for the Human Resources Department (HR) to perform a classification study on a single position. To implement a consistent County-wide classification structure, Human Resources has been working with departments by revising job descriptions, completing classification studies, and recommending positions with incumbents be reclassified to better align the work being performed with the incumbent's job class.

Therefore, HR recommends that the Board, based on a completed class study, approve the upward reclassification of 1.0 FTE Air Quality Administrative Analyst (position 705) to 1.0 FTE Program Manager in the Air Quality Management District.

- The competitive recruitment and selection process is being waived by the Board of Supervisors in accordance with Personnel Rule 507.1.2.
- The probationary period is being waived at the request of the Air Pollution Control Officer with approval from the Human Resources Director.
- The salary is set consistent with Personnel Rule 612, Salary on Reclassification, specifically 612.2, Upward Reclassification.

HR is recommending that the classification specifications for Air Pollution Control Officer and Sr. Air Quality Specialist be revised to bring the job description, characteristics, and minimum qualifications up to date, as well as the bargaining unit for Sr. Air Quality Specialist be changed to SU for the class to be able to supervise appropriate staff and receive the additional benefits that come with supervisory responsibility.

ALTERNATIVES

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

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Air Quality Management District

Public Employees, Local #1

El Dorado County Managers' Association

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The increased cost of the reclassification is approximately \$14,600 annually and \$5,600 for the remainder of the fiscal year. There are sufficient savings in the current year to cover the increased cost. There will be no impact to the County General Fund as a result of these classification changes.

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