



Legislation Text

File #: 23-0791, **Version:** 1

Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **067-2023** to approve, due to an upward reclassification, the deletion of 1.0 full-time equivalent (FTE) Human Resources Analyst I/II allocation and addition of 1.0 FTE Sr. Human Resources Analyst allocation in the Human Resources Department; and
- 2) Waive the requirement for filling the Sr. Human Resources 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: General Fund with partial cost recovery through the countywide cost allocation plan.

DISCUSSION / BACKGROUND

The Human Resources Department (HR) received a request from a current Human Resources Analyst II incumbent to conduct a classification study of their position using the prescribed process in Personnel Rule 506.1. The incumbent believed they worked out of class as a Sr. Human Resources Analyst.

HR conducted a classification study as indicated below, using 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 required to perform the work. 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 Position Description Questionnaire (PDQ) completed by the incumbent;
2. Conducted a detailed analysis of the incumbent's responses compared to the current job description and classification allocation;
3. Reviewed classification response submitted by position's supervisor;
4. Scheduled and conducted several follow-up interviews to affirm information contained within the PDQ with the incumbent and the supervisor;
5. Analyzed all of the information gathered to identify the 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 Human Resources Analyst series to determine if there was a match; and
7. Compared the job duties of the position to the classifications of comparator agencies to determine if the agencies assigned similar responsibilities to specific HR classifications; and
8. Developed a Classification Study Report.

As the position classification study revealed, the incumbent has been performing higher-level duties and meets the qualifications for the Sr. Human Resources Analyst position. HR is recommending the Board approve the upward reclassification of 1.0 FTE Human Resources Analyst I/II to Sr. Human Resources Analyst.

- 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. Human Resources 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.
- The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- In accordance with Personnel Rule 507.1, a waiver of the probationary period of the incumbent is granted by the appointing authority with approval from the Director on the grounds that the employee has already satisfactorily performed the duties of the new classification for the length of the probationary period of the new class.

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

County Counsel review of the Resolution.

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The reclassification will cost approximately \$15,300 in increased costs annually. The position is funded by the General Fund, serves other departments and countywide functions, and there is a partial cost recovery of the position through the countywide cost allocation plan. There are sufficient

savings in the current year to cover the cost of the reclassification, and the increased cost has been included in the Human Resources Fiscal Year 2023-24 Budget request.

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