



Legislation Text

File #: 24-0310, **Version:** 1

Human Resources Department recommending the Board approve and adopt the revised County-wide classification specifications of: Accountant I/II, Sr. Accountant, and Supervising Accountant Auditor.

FUNDING: N/A

DISCUSSION / BACKGROUND

At the request of the Health and Human Services Agency (HHSA), Human Resources has conducted a thorough review and is recommending necessary updates to the classification specifications (class spec) of Accountant I/II (last revision 1990), Sr. Accountant (last revision 2013), and Supervising Accountant Auditor (last revision 1990).

Following a comprehensive analysis and consultation with key departments, including HHSA, the Probation Department, the Auditor-Controller's Office, the Chief Administrative Office, and the Treasurer-Tax Collector's Office, Human Resources is recommending revisions to the minimum qualifications for the Accountant I/II, Sr. Accountant, and Supervising Accountant Auditor classifications. Additionally, edits have been made to the existing classification specifications to align them with Human Resources' current formatting and standards.

The updates incorporate the County's current language which allows for a combination of education and experience to qualify when both are required. Notably, where there is a requirement for both education and experience, the County's current practice is to permit a combination with experience potentially substituting for some or all of the required education. It is important to note that classifications exist within the County which contain non-negotiable degree or certification requirements, and therefore do not allow for substitution of experience.

Conversely, in situations where education and experience are both required, the County's position, aligned with industry standards, is that education may not solely substitute for the required experience. Depending on the classification, some education may be substituted, but it is crucial for the County to emphasize that regardless of degree(s) held, education cannot substitute all required experience.

The identified classifications currently lack the standard language in the education and experience introduction statement. The County's current language to address this gap is as follows:

"A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience."

These updates will enhance clarity and consistency in the classification specifications, ensuring alignment with current practices and standards.

ALTERNATIVES

The Board could choose not to approve the revised job classifications and direct Human Resources to explore other options or revisions.

PRIOR BOARD ACTION

01/30/2024 Legistar item 24-0145

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Employees' Association, Local 1
Health and Human Services

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no impact to Net County Cost or General Fund associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Workforce Excellence

CONTACT

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