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| 5/2/2017 | 1    | BOARD OF SUPERVISORS | approved |        |

**MEMORANDUM**

**TO:** The Honorable Board of Supervisors

**FROM:** Classification and Compensation Committee  
By: Sarah Jansen, Deputy Human Resources Director

**DATE:** May 2, 2017

**SUBJECT:** Consideration and Approval of Additional Classification and Compensation Committee Findings and Recommendations

**EXECUTIVE SUMMARY:**

As your Board is aware, the Classification and Compensation Committee continues to review reclassification and salary adjustment requests that have been submitted by a number of departments. These requests include both out-of-cycle requests to be effective immediately upon the completion of this process, and in-cycle requests to be effective on July 1, 2017 for the Fiscal Year 2017-2018. The Committee met, reviewed and discussed these requests, and made Committee recommendations.

Below you will find a partial list of the requests that were received by the Committee, the Committee’s recommendation for each request and the reason(s) for the Committee’s determination.



|  |     |              |
|--|-----|--------------|
| Child Support Officer II                   | B14 | \$15.53/hour |
| Child Support Officer III                  | B16 | \$17.12/hour |
| Child Support Officer, Supervising         | A22 | \$22.39/hour |
| Child Support Special Programs Coordinator | B18 | \$18.88/hour |

Proposed Grade and entry step:

|  |     |         |
|--|-----|---------|
| Child Support Officer I                    | B14 | \$15.53 |
| Child Support Officer II                   | B16 | \$17.12 |
| Child Support Officer III                  | B18 | \$18.88 |
| Child Support Officer, Supervising         | A24 | \$24.68 |
| Child Support Special Programs Coordinator | B20 | \$20.81 |

**Committee Action:** The Committee recommends approving these requests.

**Reasoning:** The proposed salaries are more appropriate within the constraints of the County’s salary schedule. In addition, the salary adjustment will hopefully help address recruitment and retention issues within the Child Support Officer series.

**Cost Information:** This change will not result in an increase to the general fund.

(Requires Meet and Confer)

**District Attorney**

District Attorney Investigator II to District Attorney Investigator Supervisor

The District Attorney’s Office requested to reclassify an existing DA Investigator II to a District Attorney Investigator Supervisor, and adjust the salary of the Chief District Attorney Investigator.

Proposed Rate: Department requested that the Supervisor be set 13% above the District Attorney Investigator II and the Chief DA Investigator be placed 13% above the Supervisor.

**Committee Action:** The Committee recommends denying the request.

**Reasoning:** The Investigative Unit in the District Attorney’s Office has an appropriate span of control for a law enforcement agency, as law enforcement officers should be able to work effectively on an independent basis to perform their job effectively. The Chief DA Investigator is appropriately compensated within the budget constraints of the County.

District Attorney Investigator Aide to District Attorney Investigator Coordinator

The District Attorney's Office requested to reclassify the District Attorney Investigator Aide to a District Attorney Investigator Coordinator.

Current Grade and entry step: Grade A16 \$16.71/hour

Proposed Grade and entry step: No salary listed

**Committee Action:** The Committee recommends denying the request, however, would support a title change only to District Attorney Investigator Technician.

**Reasoning:** While the term "Aide" may not appropriately describe the duties of the position, the term "Coordinator" implies a level of authority that this position does not have. The Committee does support changing the title to "District Attorney Investigator Technician" to better describe the duties of the position. This position is appropriately compensated within the constraints of the County's classification and compensation system, and when compared to similar positions within the Sheriff's Department and Probation Department.

Public Services

Facilities Maintenance Leadworker

The Public Services Department has requested to create a Facilities Maintenance Leadworker classification.

Proposed Grade and entry step: A23 \$23.51

**Committee Action:** The Committee recommends approving the creation of a Facilities Maintenance Leadworker, however recommends tying the position to grade A22 (\$22.39/hour).

**Reasoning:** This position will provide lead direction, work coordination, and training to facilities maintenance staff, which will allow the existing Facilities Maintenance Superintendent to focus on longer-range planning.

**Cost Information:** This increase will result in an increase to the general fund.

(Requires Meet and Confer)

Facilities Maintenance Superintendent salary adjustment

The Public Services Department has requested to raise the salary for the Facilities Maintenance Superintendent

Current Grade and entry step: A25 \$4,493/month

Proposed Grade and entry step: A28 \$5,200/month

**Committee Action:** The Committee recommends denying the request to increase the Facilities Maintenance Superintendent salary to Grade A28, however, is recommending that the salary be increased to Grade A27 (\$4,952/month).

**Reasoning:** Over time, the responsibilities of the Facilities Maintenance Superintendent have expanded due to an increase in the number/size/scope of County facilities that the position oversees.

**Cost Information:** This increase will result in an increase to the general fund.

Parks Maintenance Leadworker and Facilities/Project Supervisor to Parks Area Supervisor

The Public Services Department has requested create a new Parks Area Supervisor, and reclassify the Parks Maintenance Leadworker position, and Facilities/Project Supervisor to the Parks Area Supervisor

Current Grade and entry step:

Parks Maintenance Leadworker: Grade A19 \$19.34/hour

Facilities/Project Supervisor: Grade A22 \$22.39/hour

Proposed Grade and entry step: Grade A23 \$23.51/hr

**Committee Action:** The Committee recommends approving the request to create the position, however tie it to Grade A20.

**Reasoning:** The Committee supports the restructuring of the Parks Division, however, determined that Grade A20 would be a more appropriate salary within the County's classification system.

**Cost Information:** This change will result in an increase to the general fund.

(Requires Meet and Confer)

Landfill Manager salary adjustment

The Public Services Department has requested to raise the salary for the Landfill Manager

Current Grade and entry step: A25 \$4,493/month

Proposed Grade and entry step: A28 \$5,200/month

**Committee Action:** The Committee recommends denying the request to increase the Landfill Manager salary to Grade A28, however, is recommending that the salary be increased to Grade A27

(\$4,952/month).

**Reasoning:** This position will be taking on additional responsibilities related to the landfill expansion project.

**Cost Information:** This increase will not result in an increase to the general fund.

#### Parks Superintendent to Project and Parks Superintendent

The Public Services Department has requested to reclassify the Parks Superintendent to a Project and Parks Superintendent and raise the salary for the Project and Parks Superintendent

Current Grade and entry step: A25 \$4,493/month

Proposed Grade and entry step: A28 \$5,200/month

**Committee Action:** The Committee recommends approving the creation of a Project and Parks Superintendent, however, is recommending that the salary be increased to Grade A27 (\$4,952/month).

**Reasoning:** The Committee is supportive of the department's request to combine the projects and parks functions.

**Cost Information:** This increase will result in an increase to the general fund.

#### Assistant Museum Curator to Museum Curator

The Public Services Department as part of a reorganization requested to reclassify the Assistant Museum Curator to Museum Curator.

Current Grade and entry step: A12 \$13.74

Proposed Grade and entry step: B16 \$17.12

**Committee Action:** The Committee recommends denying this request, however, recommends a salary adjustment for the Assistant Museum Curator from Grade A12 (entry step \$13.74) to Grade A13 (entry step \$14.43).

**Reasoning:** The Committee did not support the larger reorganization of the museum functions which prompted this request. With the addition of an additional museum, and based on the scope of work performed by the Assistant Museum Curator the Committee felt that the salary needed to be increased.

**Cost Information:** This increase will result in an increase to the general fund.

(Requires Meet and Confer)

**Social Services**

Eligibility Worker I/II/III/Supervisor to Eligibility Specialist Trainee/I/II/III/Supervisor

The Social Services Department is requesting, as dictated by Merit Systems Services, to reclassify their existing Eligibility Worker class series to an Eligibility Specialist class series, and eliminate the Eligibility Worker Trainee (OJT) position.

Current Grade and entry step:

|                        |     |              |
|------------------------|-----|--------------|
| Eligibility Worker I   | A12 | \$13.74/hour |
| Eligibility Worker II  | A14 | \$15.15/hour |
| Eligibility Worker III | A16 | \$16.71/hour |
| Eligibility Supervisor | A19 | \$19.34/hour |

Proposed Grade and entry step:

|                                   |     |         |
|-----------------------------------|-----|---------|
| Eligibility Specialist Trainee    | A12 | \$13.74 |
| Eligibility Specialist I          | A14 | \$15.15 |
| Eligibility Specialist II         | A16 | \$16.71 |
| Eligibility Specialist III        | A18 | \$18.42 |
| Eligibility Specialist Supervisor | A21 | \$21.32 |

**Committee Action:** The Committee recommends approving this request.

**Reasoning:** The move from the Eligibility Worker class series to the Eligibility Specialist class series is dictated by Merit Systems Services. The proposed grades are tied to the changes in the structure of the series, and is affected due to adding an additional level.

**Cost Information:** This change will not result in an increase to the general fund.

(Requires Meet and Confer)

**Special Districts**

Accounting Technician and Senior Accounting Technician to Utility Billing Specialist I/II/III

Special Districts Administration has requested to reclassify their existing Accounting Technician and Senior Accounting Technician to a specialized Utility Billing Specialist I/II/III class series.

Current Grade and entry step:

Accounting Technician:            Grade A13            \$14.43/hour

Senior Accounting Technician:    Grade A16            \$16.71/hour

Proposed Grade and entry step:

Utility Billing Specialist I:        Grade A14            \$15.15/hour

Utility Billing Specialist II:        Grade A16            \$16.71/hour

Utility Billing Specialist III:        Grade A18            \$18.42/hour

**Committee Action:** The Committee recommends creating a Utility Billing Specialist I/II as a specialized title within the current Accounting Technician/Senior Accounting Technician class series, however, does not recommend adjusting the salary from the current Accounting Technician/Senior Accounting Technician.

**Reasoning:** Creating positions with titles that are consistent with industry standards should help attract candidates that are specifically looking for, and have experience in, the utility industry.

**Cost Information:** This change will not result in an increase to the general fund, as this is a self-funded department.

(Requires Meet and Confer)

**Treasurer-Tax Collector**

Account Clerk II to Accounting Technician

The Treasurer-Tax Collector's Office has requested to reclassify an existing, vacant Account Clerk II position to an Accounting Technician.

Current Grade and entry step:

Accounting Technician:            Grade A13            \$14.43/hour

Proposed Grade and entry step:    A13    \$14.43/hour

**Committee Action:** The Committee recommends approving this request.

**Reasoning:** The level of work performed and/or that needs to be performed by this position is more appropriately described by the Accounting Technician position. In addition, this will help the department to ensure backup of duties while maintaining the required separation of duties.

**Cost Information:** This increase will result in an increase to the general fund.

(Requires Meet and Confer)

**Water Resources**

Water Resources Engineer to Water Resources Engineer I/II/III

The Water Resources Department has requested to reclassify an existing, vacant Water Resources Engineer to a Water Resources Engineer I/II/III flex series.

Current Grade and entry step: Grade B27      \$29.29/hour

Proposed Grade and entry step:

|                              |     |         |
|------------------------------|-----|---------|
| Water Resources Engineer I   | B24 | \$25.30 |
| Water Resources Engineer II  | B26 | \$27.89 |
| Water Resources Engineer III | B29 | \$32.29 |

**Committee Action:** The Committee recommends approving this request outside of the normal reclass cycle.

**Reasoning:** The creation of a Water Resources Engineer I/II/III flex series is consistent with other engineering positions within the County with similar qualifications, and will help address recruitment issues.

**Cost Information:** This increase will result in an increase to the general fund only if an incumbent is in the Water Resources Engineer III position.

(Requires Meet and Confer)

**FISCAL IMPACT:** \_\_\_ None \_\_\_ Budgeted  X  Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

Individual departments with requests that are approved by your Board will need to budget respectively.

**STAFFING IMPACT (if applicable):**

**RECOMMENDED ACTION:**

Staff requests that your Board:

- 1) Approve the recommendations not requiring meet and confer; and
- 2) Approve in concept those that do require meet and confer, and authorize the Human Resources Director to initiate the Meet and Confer process with the applicable employee associations.

The recommendations specified as out-of-cycle will be effective upon the completion of the meet and confer process, and those recommendations that are not listed as out-of-cycle will be effective July 1, 2017.

Thank you for your consideration.

cc: Kathy Ferguson, Human Resources Director