



## Legislation Details (With Text)

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**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 4/30/2019      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 5/7/2019      **Final action:**  
**Title:** Adopt a Resolution Amending the County of Lake's Classification Plan for the Classification of Supervising Payroll Analyst I/II  
**Sponsors:** Administrative Office, Auditor-Controller/County Clerk  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Reso\_AmendClassificationPlan\_Aud, 2. ConfUnitPolicy

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**TO:** The Honorable Tina Scott, Chair, Board of Supervisors  
**FROM:** Carol J. Huchingson, County Administrative Officer  
Cathy Saderlund, Auditor-Controller

**DATE:** May 7, 2019

**SUBJECT:** Adopt a Resolution Amending the County of Lake's Classification Plan for the Classification of Supervising Payroll Analyst I/II

### EXECUTIVE SUMMARY:

As your Board is aware, the Lake County Ordinance Code Section 14-56.3(f) defines "Confidential" employees who are a part of our unrepresented Confidential Units A and B as employees who, in the course of their duties, have access to information relating to the County's administration of employer-employee relations.

We are requesting this change to Confidential Unit A to add our Supervising Payroll Analyst I/II classification to said unit because the incumbent regularly has access to employer-employee relations information in the course of the duties of the position. Moreover, the County regularly has need for the Supervising Payroll Analyst to review and provide comment on such confidential information, as pertains to payroll feasibility.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None. The position will remain in the Auditor-Controller Budget Unit and salary will be unchanged. However, employees in the Confidential Unit are entitled to 20 hours per year of Administrative Leave as per the earlier direction of your Board.

**RECOMMENDED ACTION:**

Adopt a Resolution Amending the County of Lake's Classification Plan for the Classification of Supervising Payroll Analyst I/II.