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Title: Consideration of Job Classification Changes based on the October 2019 CPS-HR Classification and Compensation Study

Sponsors: Administrative Office

Indexes:

Code sections:

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Date	Ver.	Action By	Action	Result
10/20/2020	1	BOARD OF SUPERVISORS	approved	Pass

AMENDED Memorandum

Date: October 20, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Consideration of Job Classification Changes based on the October 2019 CPS-HR Classification and Compensation Study

Executive Summary: (include fiscal and staffing impact narrative):

As your Board is aware, in the course of their work, CPS-HR compared not only salaries but also made recommendations to reclassify some of our job classifications. In addition, over the years when COLA's were not possible, many classes were expanded into multiple levels and staff now recommends consolidation in a number of areas. The changes recommended are as follows, with all job specifications attached for your consideration:

<u>Recommended Title:</u>	<u>Existing Title:</u>
1. ACCOUNTANT- AUDITOR, SENIOR	ACCOUNTANT - AUDITOR III
2. ADMINISTRATIVE ASSISTANT	SECRETARY I, II
3. ADMIN. ASSISTANT CONFIDENTIAL	SECRETARY I, II CONFIDENTIAL
4. ADMIN. ASSISTANT, SENIOR-CONFIDENTIAL	SECRETARY III CONFIDENTIAL
5. ADMINISTRATIVE ASSISTANT, SENIOR	SECRETARY III
6. ANIMAL CONTROL OFFICER SENIOR	ANIMAL CONTROL OFFICER III
7. APPRAISER, SENIOR	APPRAISER III
8. ASSISTANT ASSESSOR RECORDER	ASSISTANT ASSESSOR RECORDER III
9. ASSISTANT AUDITOR-CONTROLLER	ASSISTANT AUDITOR-CONTROLLER II & III
10. ASSISTANT ENGINEER, SENIOR	ASSISTANT ENGINEER III
11. AUDITOR APPRAISER, SENIOR	AUDITOR APPRAISER III
12. BUILDING INSPECTOR, SENIOR	BUILDING INSPECTOR II
13. CADASTRAL MAPPING TECHNICIAN SR	CADASTRAL MAPPING SPECIALIST
14. COMMUNITY DEVELOPMENT TECH	COMMUNITY DEVELOPMENT TECHNICIAN I
15. COMMUNITY DEVELOPMENT TECH SENIOR	COMMUNITY DEVELOPMENT TECH III
16. COMMUNITY HEALTH NURSE, SENIOR	COMMUNITY HEALTH NURSE III
17. DEPUTY ASSESSOR RECORDER, SENIOR	DEPUTY ASSESSOR RECORDER III
18. DEPUTY HUMAN RESOURCES DIRECTOR	DEPUTY HUMAN RESOURCES DIRECTOR II
19. D.A. INVESTIGATOR TRAINEE	D.A. INVESTIGATOR TRAINEE II
20. ELECTIONS ASSISTANT SENIOR	ELECTIONS ASSISTANT II
21. EMERGENCY SERVICES SPECIALIST	OFFICE OF EMERGENCY SERVICES ASSISTANT
22. ENGINEERING TECHNICIAN, SENIOR	ENGINEERING TECHNICIAN III
23. ENVIRONMENTAL HEALTH SPEC, SENIOR	ENVIRONMENTAL HEALTH SPEC III

24. FM WORKER, SENIOR	FM WORKER III
25. FLEET MAINTENANCE TECHNICIAN	STOREKEEPER
26. INFO SYSTEMS ANALYST I	VARIOUS, SEE ABOLISH LIST BELOW
27. INFO SYSTEMS ANALYST II	VARIOUS, SEE ABOLISH LIST BELOW
28. INFO SYSTEMS ANALYST III	VARIOUS, SEE ABOLISH LIST BELOW
29. INFO SYSTEMS ANALYST, SENIOR	VARIOUS, SEE ABOLISH LIST BELOW
30. LAW ENFORCEMENT RECORDS TECH	LAW ENFORCEMENT RECORDS TECHNICIAN II
31. LAW ENFORCEMENT RECORDS TECH, SR	LAW ENFORCEMENT RECORDS TECHNICIAN III
32. LEGAL ADMINISTRATIVE ASSISTANT	LEGAL SECRETARY I/II SERIES
33. LEGAL ADMIN ASSISTANT, SENIOR	LEGAL SECRETARY III
34. LEGAL ADMIN ASSISTANT CONFIDENTIAL	LEGAL SECRETARY I/II CONFIDENTIAL
35. LEGAL ADMIN ASSISTANT, SR CONF	LEGAL SECRETARY III CONFIDENTIAL
36. LIBRARY ASSISTANT	LIBRARY ASSISTANT II
37. LICENSED VOCATIONAL NURSE, SENIOR	MENTAL HEALTH LICENSED VOCATIONAL NURSE
38. MENTAL HEALTH CASE MANAGER	MENTAL HEALTH CASE MANAGER II
39. OFFICE ASSISTANT	OFFICE ASSISTANT I
40. OFFICE SERVICES SUPERVISOR	OFFICE SERVICES SUPERVISOR I, II
41. PARKS MAINTENANCE WORKER, SENIOR	PARKS MAINTENANCE WORKER III
42. PREVENTION SPECIALIST	PREVENTION SPECIALIST I II
43. PSYCHIATRIC TECHNICIAN	PSYCHIATRIC TECHNICIAN I
44. PSYCHIATRIC TECHNICIAN, SENIOR	PSYCHIATRIC TECHNICIAN II
45. PUBLIC HEALTH NURSE, SENIOR	PUBLIC HEALTH NURSE III
46. PUBLIC WORKS SERVICE TECHNICIAN	PUBLIC WORKS SERVICE TECHNICIAN II
47. PUBLIC WORKS WORKER, SENIOR	PUBLIC WORKS WORKER III
48. ROW AGENT/AIRPORT OPS COORDINATOR	ROW AGENT/AIRPORT OPS COORDINATOR II
49. SUBSTANCE ABUSE COUNSELOR, SENIOR	SUBSTANCE ABUSE COUNSELOR III
50. SURVEY TECHNICIAN	SURVEY TECHNICIAN II
51. UTILITY BILLING SPECIALIST SENIOR	UTILITY BILLING SPECIALIST II
52. WATER RESOURCES ENGINEER, SENIOR	WATER RESOURCES ENGINEER III

Correspondingly, it is recommended that a number of classifications be abolished because they are no longer in use, are being reclassified as noted above, or had associated salary scales at less than minimum wage:

Recommended Classes to Abolish:

1. ACCOUNT CLERK I & II
2. ACCOUNT CLERK SUPERVISOR
3. ACCOUNTANT - AUDITOR I, II, & II
4. ASSISTANT TREASURER TAX COLLECTOR I & II
5. COMMUNITY DEVELOPMENT TECHNICIAN II
6. DEPUTY COUNTY ADMIN OFFICER III
7. DEPUTY COUNTY COUNSEL IV
8. DEPUTY HUMAN RESOURCES DIRECTOR I
9. DEPUTY PROBATION OFFICER III
10. DISTRICT ATTORNEY OFFICE COORDINATOR
11. GRADING AND WATER INSPECTOR I, II
12. HAZARDOUS MATERIALS SPECIALIST III
13. HEALTH SERVICES ASSISTANT I/II
14. INFORMATION TECHNOLOGY TECHNICIAN
15. INFORMATION TECHNOLOGY TECHNICIAN, SENIOR
16. INFORMATION TECHNOLOGY TECH SPEC II NETWORK ADMINISTRATOR
17. WEBSITE SUPPORT & DEVELOPMENT
18. LEGAL SECRETARY I, II, III - CONFIDENTIAL
19. LEGAL SECRETARY I, II, III
20. LIBRARY ASSISTANT I
21. MENTAL HEALTH CASE MANAGER I & II
22. OFFICE ASSISTANT - CA DRIVER'S LICENSE
23. OFFICE ASSISTANT TRAINEE
24. OFFICE SERVICES SUPERVISOR I & II
25. PARKS MAINTENANCE WORKER TRAINEE
26. PUBLIC WORKS SERVICE TECHNICIAN I
27. SECRETARY I, II- CONFIDENTIAL
28. SECRETARY I, II, III
29. SOCIAL SERVICES AIDE I, II, III
30. SURVEY TECHNICIAN I & II

These changes are necessary to correspond with the new salary scales under consideration by your

Board today. The HR Director will initiate “meet and confer” with labor representatives regarding these changes and the department heads who serve on the Classification and Compensation committee will hear any appeals on the part of employees or their labor representatives regarding classification movement resulting from these changes.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action:

Staff recommends your Board take the following actions:

Subject to meet and confer, approve changes to 52 classifications, as listed above.

Subject to meet and confer, abolish 30 classifications, as listed above.