



Legislation Text

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**MEMORANDUM**

**TO:** The Honorable Board of Supervisors

**FROM:** Classification and Compensation Committee

**By:** Sarah Jansen, Deputy Human Resources Director

**DATE:** February 22, 2017

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

**EXECUTIVE SUMMARY:**

The Classification and Compensation Committee is in the process of reviewing reclassification and salary adjustment requests that were submitted. These requests are for 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 determinations.

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.

**Assessor-Recorder**

Cadastral Mapping Specialist to Cadastral Mapping Technician I/II/Cadastral Mapping Specialist

The Assessor-Recorder's Office requested to create Cadastral Mapping Technician I/II classifications, and flex these new classifications with an existing Cadastral Mapping Specialist position.

Proposed Grade and entry step:

Cadastral Mapping Technician I:     A14     \$15.15/hr

Cadastral Mapping Technician II:     A16     \$16.71/hr

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

**Reasoning:** The department is required to have a staff member performing cadastral mapping functions, however, cadastral mapping is not commonly taught or used outside of Assessor's Offices, and there are a very limited number of individuals who would qualify for the current position. Creating the flex classification will allow the department to bring in an entry-level staff member and train them in the cadastral mapping functions.

**Cost Information:** This change will either be cost neutral or a reduction to the general fund, depending on the level filled.

(Requires Meet and Confer)

### **Auditor-Controller/County Clerk**

#### **Accounting Technician/Senior Accounting Technician to Accounting Technician-Auditor I/II**

The Auditor-Controller/County Clerk's Office has requested to reclassify existing Accounting Technician/Senior Accounting Technician class series to Accounting Technician-Auditor I/II class series.

Proposed Grade and entry step:

Accounting Technician-Auditor I:     B13     \$14.79/hr

Accounting Technician-Auditor II:     B16     \$17.12/hr

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

**Reasoning:** Staff in the Auditor-Controller's Office assigned to this class series are responsible for advising and auditing the fiscal data of accounting/fiscal staff county-wide, as well as for special districts, schools, etc. The required accounting skills and knowledge of various accounting systems/codes throughout all County departments are better described by the Accounting Technician-Auditor I/II class series.

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

(Requires Meet and Confer)

Accounting Technician/Senior Accounting Technician to Payroll Specialist I/II

The Auditor-Controller/County Clerk's Office has requested to reclassify a vacant Accounting Technician/Senior Accounting Technician to a Payroll Specialist I/II class series.

Proposed Grade and entry step:

Payroll Specialist I:           A14     \$15.15/hr

Payroll Specialist II:         A17     \$17.54/hr

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

**Reasoning:** The payroll functions are a critical function of the Auditor-Controller's Office, and there is a need for another specialized payroll classification to provide the needed level of expertise and experience, as well as having the ability to back up the more complex functions performed by the Payroll Coordinator.

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

(Requires Meet and Confer)

Senior Accounting Technician to Deputy County Clerk/Fiscal Support

The Auditor-Controller/County Clerk's Office has requested to reclassify an existing, vacant Senior Accounting Technician position to a Deputy County Clerk/Fiscal Support.

Proposed Grade and entry step:   A17               \$17.54/hr

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

**Reasoning:** Staff assigned to assist with the County Clerk functions are required to do a wide variety of specialized duties that are complex and regulated at the state level. The scope and level of work are better described by a unique Deputy County Clerk/Fiscal Support classification.

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

(Requires Meet and Confer)

### **Animal Care and Control**

#### **Animal Control Facility Supervisor to Kennel Coordinator**

The Animal Care and Control Department has requested to reclassify the Animal Control Facilities Supervisor to a Kennel Coordinator.

Proposed Grade and entry step:     A12                     \$13.74/hr

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

**Reasoning:** The Animal Control Facilities Supervisor was created to provide a supervisory position within the Animal Care and Control Department in addition to the Animal Control Director. In 2016, the County re-established the Deputy Director of Animal Control, eliminating the need for this supervisory classification.

**Cost Information:** This will have no fiscal impact as the incumbent will be Y-rated at her current rate of pay.

(Requires Meet and Confer)

#### **Account Clerk II to Secretary II**

The Animal Care and Control Department has requested to reclassify the Account Clerk II to a Secretary II

Proposed Grade and entry step: B13

\$14.79/hr

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

**Reasoning:** The Account Clerk II incumbent is responsible for both fiscal and office support functions which are better described by the Secretary II classification.

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

(Requires Meet and Confer)

## **Probation**

### **Chief Deputy Probation Officer I/II to Chief Deputy Probation Officer**

The Human Resources Department, with the concurrence of the Probation Department requested to consolidate the Chief Deputy Probation Officer I/II flex series to a discrete Chief Deputy Probation Officer.

Proposed Grade and entry step: C28

\$5295/month

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

**Reasoning:** The flex series was created when the Probation Department was responsible for running the Juvenile Hall. Now that the Juvenile Hall has closed, the positions should be consolidated to reflect the current duties of the position.

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

## **Public Services**

### **Solid Waste Heavy Equipment Operator to Solid Waste Leadworker**

The Public Services Department has requested to reclassify an existing, vacant Solid Waste Heavy Equipment Operator position to a Solid Waste Leadworker.

Proposed Grade and entry step: A21

\$21.32/hr

**Committee Action:** The Committee recommends approving the request outside of the normal

reclassification cycle with a change in title to Landfill Operations Supervisor.

**Reasoning:** The County landfill is a seven-day per week operation, however, the Landfill Manager is currently the only supervisory/management position over the landfill so there are times that there is no supervisory staff on-site. Creating the Landfill Operations Supervisor classification will help ensure that there is appropriate supervision at the landfill at all times.

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

(Requires Meet and Confer)

#### Senior Accounting Technician to Accountant I/II

The Public Services Department has requested to reclassify the Senior Accounting Technician to an Accountant I/II

Proposed Grade and entry step:

Accountant I:            B18     \$18.88/hr

Accountant II:           B20     \$20.81/hr

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

**Reasoning:** The level of fiscal support work performed by this position, in the context of a larger reorganization is better described by the Accountant I/II class series.

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

(Requires Meet and Confer)

#### Public Services Analyst I/II to Project Specialist

The Public Services Department has requested to reclassify a vacant Public Services Analyst I/II position to a Project Specialist.

Proposed Grade and entry step:    A20            \$20.31/hr

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

**Reasoning:** The needs of the department have changed over time, and creating a Project

Specialist position will better meet the current needs of the department.

**Cost Information:** This change will be a cost-savings or cost neutral.

(Requires Meet and Confer)

### Museum Curator to Museum Manager

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

Proposed Grade and entry step: A25      \$25.92/hr

**Committee Action:** The Committee recommends denying this request, however, recommends a salary adjustment for the Museum Curator from Grade B16 (entry step \$17.12) to Grade B18 (entry step \$18.88) outside of the normal reclass cycle.

**Reasoning:** While the Committee believed that the addition of another museum warranted an increase in salary for the Museum Curator, it does not change the scope of work sufficiently enough to justify increasing the salary dramatically (47.5%), or making this a management position.

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

### Sheriff-Coroner

#### Law Enforcement Records Technician I/II/III

The Human Resources Department, with the concurrence of the Sheriff-Coroner requested a salary adjustment for the Law Enforcement Records Technician I/II/III class series.

Grade and entry step:

Law Enforcement Records Technician I:      A10      \$12.47/hr

Law Enforcement Records Technician II:      A11      \$13.74/hr

Law Enforcement Records Technician III:      A14      \$15.91/hr

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

**Reasoning:** The Law Enforcement Records Technician series was intended as a higher level class series than the Office Assistant series due to the specialized nature of the law

enforcement support work, CLETS work, etc. The adjusted salaries are more appropriate for the work performed by this class series.

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

(Requires Meet and Confer)

### **Treasurer-Tax Collector**

#### **Collections Supervisor bargaining unit change**

The Human Resources Department, with the concurrence of the Treasurer-Tax Collector submitted a request to change the bargaining unit for the Collections Supervisor from LCEA Unit 4 (non-supervisory) to LCEA Unit 3 (supervisory).

Grade and entry step: A19 \$19.34/hr

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

**Reasoning:** The Collections Supervisor position has been in the wrong bargaining unit, and this change will correct that error.

**Cost Information:** This will have no fiscal impact.

(Requires Meet and Confer)

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

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

**STAFFING IMPACT (if applicable):**

**RECOMMENDED ACTION:**



Staff requests that your Board approve the recommendations not requiring meet and confer; and 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