



Legislation Text

File #: 21-17, Version: 1

Memorandum

Date: February 2, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Consideration and Approval of Classification, Compensation Recruitment and Retention Committee (CCRR) Findings and Recommendations Arising from Departmental 2019 CPS-HR Classification and Total Compensation Study Review Requests.

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

As your Board is aware, Phase 1 of implementation of the 2019 CPR-HR Classification and Total Compensation Study went into effect as of December 1, 2021 payroll. In the time since, the Study Project Management Team (comprised of Administrative Office and HR staff) received requests from Department Heads for reconsideration of the Study's findings related to a selection of County Classifications. Seven Department Heads submitted a total of 24 requests for review.

On January 8, 2021, the Classification, Compensation, Recruitment and Retention Committee (CCRR) convened to consider whether the requests submitted constituted errors in application of the Study's methodology, or similar matters that should be immediately corrected to fulfill Study principles. CCRR determined that of the requests received, 4 classes warranted adjustment. The following changes are recommended by CCRR. No additional appropriations are needed to accommodate these adjustments.

1. Behavioral Health Request: Deputy Director positions be paid at same Salary Grade Pre-Study and Post-Study

Director Metcalf indicated both of Behavioral Health's Deputy Director Positions, carrying Administrative and Clinical responsibilities, respectively, should be paid at the same salary grade, 146/M46. The Study initially placed the "Clinical" Deputy Director position at Salary Grade 145/M45. CCR found placement of both positions at the same Salary Grade (146/M46) was not inconsistent with any Study finding, and both positions were at the same Salary Grade prior to the Study.

CCRR Recommendation: Study error, set Deputy Director of Behavioral Health Services - Clinical Position at Salary Grade 146/M46.

2. Behavioral Health Request: Substance Abuse Counselor III position recommended to be consolidated and abolished during Study, should be reinstated.

Despite earlier feedback, Director Metcalf requested this position (Job Code 04-2049) remain available (i.e., Substance Abuse Counselor I, II, III and Senior should all remain available).

CCRR Recommendation: Not a study error, discretion over position consolidations granted to the Department Head in the course of the Study, and reversal of that decision at Department Head recommendation is consistent with Study principles. Job Code 04-2049 is presently allocated (assigned Salary Grade 113/G13), no immediate action is necessary. Substance Abuse Counselor III position to remain available, as requested.

3. Sheriff-Coroner Request: Administrative Manager salary grade should be consistent with other Chief Fiscal Managers in County Service at Salary Grade 136/M36

Sheriff Martin indicated the duties and responsibilities of the Sheriff-Coroner Administrative Manager position (Job Code 01-2105) are comparable to Fiscal Management positions in Special Districts, Health Services and Public Services, all assigned to Salary Grade 136/M36. CCRR agreed these positions were closely related, and Internal Equity considerations in the Study's Methodology supported the request.

CCRR Recommendation: Study error, apply Salary Grade 136/M36 to the Sheriff-Coroner Administrative Manager position.

4. Social Services Request: Employment and Training Worker (ETW) Series (I, II, III, Supervisor) salary grades should allow for progression from Eligibility Specialist Series

In the course of the Study, Department Heads provided feedback regarding all Classifications. Based on Director Markytan's feedback, adjustments were made to this Classification series, in the interest of preserving relationships across Classes. Director Markytan now requests an adjustment to preserve progression from the Eligibility Specialist II position (Job Code 04-0706, Salary Grade 110/G10) to the Eligibility & Training Worker (ETW) series, specifically. Enacting this decision requires adjustment of the Salary Grade assigned to each Classification within the ETW series.

CCRR Recommendation: Not a study error, reversal of a decision made at Department Head discretion. The following adjustments are needed, in accordance with Study Principles:

Position	Old Grade	Current Grade	Adjusted Grade
ETW I (04-0718)	B15	107/G07	111/G11
ETW II (04-0717)	B17	111/G11	115/G15
ETW III (04-0715)	B19	115/G15	119/G19
E&T Supervisor (03-0714)	A22	121/S21	124/S24

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 type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input 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:

- 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.