



Agenda Submittal

Agenda #:		Status:	Agenda Ready
Type:	CSC-Document	Department:	Civil Service Commission
File #:	CSC 18-0013	Contact:	Marc Fox, 784-2552
Agenda date:	5/9/2018	Final action:	
Title:	Amend the classification plan by deleting unused classifications within bargaining unit 6 (Health and Social Services Supervisors) and unit 10 (Skilled Craft and Service Maintenance)		
Governing body:	Civil Service Commission		
District:			
Attachments:	1. A - Deletions.pdf		

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

HUMAN RESOURCES' RECOMMENDATION

The Director of Human Resources recommends amending the classification plan by deleting unused classifications within bargaining unit 6 (Health and Social Services Supervisors) and unit 10 (Skilled Craft and Service Maintenance). The classifications are identified on Exhibit A.

SUMMARY

Changes to the County's organizational structure over time has resulted in the County classification system including a number of classifications which are unused, have zero allocated positions, and for which there is not an anticipated future need for the classification. The proposed action removes from the classification plan specific unused classifications.

DISCUSSION

Over time, the County's organizational structure has changed, resulting in new classifications having been added to the County's inventory of classifications; however, the Human Resources Department had not previously sought to eliminate unused classifications. In December 2017, the Board of Supervisors removed from the salary schedule unused classifications within bargaining unit 00 (unrepresented Extra Help), unit 19 (Senior and Executive Management) and unit 61 (unrepresented Executive Management). Classifications within these bargaining units are outside of the County's civil service system and the Director of Human Resources administratively removed them from the classification plan.

In preparing the listing of unused classifications, the Human Resources Department consulted with all departments, receiving confirmation that the identified classification had no future anticipated use. The Human Resources Department sought clarification from departments on any identified classification that the respective department identified a potential future use and consulted with the County Administrator. Only those classifications which presently have no allocated positions and for which there is not an anticipated future need on the attached Exhibit A from removal from the County's classification plan.

Additionally, the Director of Human Resources will administratively remove unused classification from unit 16 (Mid-Management) and unit 17 (Law Enforcement Management).

ALTERNATIVES

The Civil Service Commission could opt to maintain the existing classification plan; however, this option is not recommended as the attached Exhibit A includes those classifications in which there is no reasonable expectation of future use. Additionally, removal of unused classifications eliminates any request for reclassification to a classification that is no longer appropriate under the existing organizational structure.

OTHER AGENCY INVOLVEMENT

The Human Resources Department consulted with County departments to confirm that departments did not have a future anticipated need for any of the identified classifications. On April 3, 2018, the Human Resources Department sent notice to bargaining unit 6 (Health and Social Services Supervisors) and unit 10 (Skilled Craft and Service Maintenance) advising the authorized representatives of the County's intent to remove unused classifications. The Human Resources Department met with the authorized unit 10 representative and there are no objections in removing the unused classifications from the County's classification plan.