

the appropriate classification is an Office Assistant II.

During the last two years, the Agriculture Department has experienced additional contracts and expansions of existing contracts which has translated into an increase in mandated State reporting, data entry into specialized State databases and requests for complex informational reports. This position also processes claims, logs and tracks payments received, composes documents to support department managers, processes accounts receivable and makes deposits. The classification change to an Office Assistant II recognizes the appropriate classification for the current duties and responsibilities being performed in the Agriculture/Weights and Measures programs.

ALTERNATIVES:

The Board could choose not to adopt the resolution; however, this is not recommended as the Department requested the classification review of this position and Human Resources determined that another classification is the appropriate classification for the duties and responsibilities for the agricultural programs.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the County Administrator's Office concur with the recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION