



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 19-0027 **Contact:** Marc Fox, 784-2552
Agenda date: 12/11/2019 **Final action:**
Title: Amend the classifications of Accountant (Entry), Accountant (Journey), and Accountant (Senior).

Governing body: Civil Service Commission

District:

Attachments: 1. A - Accountant (Entry) Add/Delete, 2. B - Accountant (Entry) Final, 3. C - Accountant (Journey) Add/Delete, 4. D - Accountant (Journey) Final, 5. E - Accountant (Senior) Add/Delete, 6. F - Accountant (Senior) Final

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION:

The Human Resource Department recommends that the Civil Service Commission approve amendments to the classification specifications of Accountant (Entry), Accountant (Journey), and Accountant (Senior) .

SUMMARY:

The County proposes amendments to the Accountant (Entry), Accountant (Journey), and Accountant (Senior) classification specifications. Proposed revisions are minor and involve eliminating the specific accounting coursework, which has been found to restrict qualified applicants.

DISCUSSION:

The current class specifications of Accountant (Entry), Accountant (Journey), and Accountant (Senior) classification specifications all require a bachelor's degree in business administration, finance, accounting or a closely related field. In addition to the degree requirement, the classification specifications contain language which articulates the number of units that need to be obtained in specific coursework. The additional language is restrictive and creates a barrier to employment. As such, the County is proposing to eliminate the specific coursework requirement.

Attached are copies of the current classifications, the add/delete versions, and proposed classification specifications.

ALTERNATIVES:

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, this is not recommended as the County believes the changes will positively impact future recruitments.

OTHER AGENCY INVOLVEMENT:

Human Resources consulted the Auditor-Controller's Office with respect to the proposed changes. Further, on November 14, 2019, SEIU, Local 1021 was notified and provided an opportunity to meet and confer on the proposed changes. SEIU responded that they did not wish to meet and confer.