



## Agenda Submittal

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**Agenda #:** **Status:** Agenda Ready

**Type:** CSC-Document **Department:** Civil Service Commission

**File #:** CSC 18-0015 **Contact:** Marc Fox 784-2552

**Agenda date:** 8/8/2018 **Final action:**

**Title:** Amend the classification plan by deleting unused classifications within bargaining Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services), Unit 8 (General Services Supervisors), Unit 9 (Clerical), Unit 87 (Extra Help Regulatory, Technical and General Services) and Unit 89 (Extra Help Clerical)

**Governing body:** Civil Service Commission

**District:**

**Attachments:** 1. A - List.pdf

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

The Director of Human Resources recommends amending the Alphabetical Listing of Classes and Salaries by deleting unused classifications within bargaining Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services), Unit 8 (General Services Supervisors), Unit 9 (Clerical), Unit 87 (Extra Help Regulatory, Technical and General Services) and Unit 89 (Extra Help Clerical). 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 May 2018, the Civil Service Commission eliminated the unused classifications within bargaining Unit 6 (Health and Social Services Supervisors) and Unit 10 (Skilled Craft and Service Maintenance). Additionally, the Director of Human Resources administratively removed unused classifications from Unit 16 (Mid-Management) and Unit 17 (Law Enforcement Management) from the classification plan. The Board of Supervisors removed the unused classifications from the salary schedule those unused classifications from Unit 6, Unit 10, Unit 16 and Unit 17.

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.

## **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 2 (Nurses), unit 5 (Health and Welfare Employees), unit 7 (Regulatory, Technical and General Services), unit 8 (General Services Supervisors), unit 9 (Clerical), unit 87 (Extra Help Regulatory, Technical and General Services) and unit 89 (Extra Help Clerical), all of whom are represented by SEIU, Local 1021. The County and the authorized SEIU representative concluded the meeting on June 15, 2018 and there is no disagreement between the County and the union regarding elimination of the attached Exhibit A.