



## Agenda Submittal

**Agenda #:** 13 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 18-325 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 5/22/2018 **Final action:** 5/22/2018  
**Title:** Adopt a resolution amending the Alphabetical Listing of Classes and Salaries by deleting unused classifications within bargaining Unit 6 (Health and Social Services Supervisors), Unit 10 (Skilled Craft and Service Maintenance), Unit 16 (Mid-Management), and Unit 17 (Law Enforcement Management)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
5/22/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends the Board adopt a resolution amending the Alphabetical Listing of Classes and Salaries by deleting unused classifications within bargaining Unit 6 (Health and Social Services Supervisors), Unit 10 (Skilled Craft and Service Maintenance), Unit 16 (Mid-Management), and Unit 17 (Law Enforcement Management).

### **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 resolution removes the unused unrepresented classifications and the unused classifications from bargaining Unit 6 (Health and Social Services Supervisors), Unit 10 (Skilled Craft and Service Maintenance), Unit 16 (Mid-Management), and Unit 17 (Law Enforcement Management) from the Alphabetical Listing of Classes and Salaries. On December 12, 2017, the Board of Supervisors amended the Alphabetical Listing of Classes and Salaries by removing the unused classifications which reside in bargaining Unit 19 (Senior and Executive Management).

### **FINANCIAL IMPACT:**

There is no financial impact as there are no allocated positions within these unused classifications. The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2017/18 Adopted Budget

### **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. The proposed action cleans-up the County's inventory of classifications by removing those unused classifications which are unrepresented and those unused classifications in which the meet and confer process has concluded. On December 12, 2017, the Board of Supervisors took the same action by amending removing the unused classifications which are represented by Unit 19 (Senior and Executive Management).

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 allocation positions and for which there is not an anticipated future need are on the attached resolution for removal from the County's Alphabetical Listing of Classes and Salaries.

On April 3, 2018, the authorized representatives of the impacted bargaining units were notified of the proposal to remove the unused classifications.

On May 9, 2018, the Civil Service Commission removed from the classification plan those unused classifications which are within the classified service. The unused classifications outside of the classified service are in Unit 16 (Mid-Management) and Unit 17 (Law Enforcement Management).

#### **ALTERNATIVES:**

The Board of Supervisors could opt to maintain the existing Alphabetical Listing of Classes and Salaries; however, this option is not recommended as the listing 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. The Human Resources Department also noticed the exclusive representatives for positions within each impacted bargaining unit and the Human Resources Department meet and conferred with representatives Operating Engineers, Local 39 (representing Unit 10). Other impacted bargaining units did not request to meet on the proposal.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**