



Agenda Submittal

Agenda #: 16 **Status:** Consent Calendar
Type: Resolution **Department:** Human Resources
File #: 18-488 **Contact:** Marc Fox, 784-2552
Agenda date: 8/28/2018 **Final action:** 8/28/2018
Title: Adopt a resolution amending the Alphabetical Listing of Classes and Salaries 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), Unit 89 (Extra Help Clerical), and Unit 19 (Senior and Executive Management)
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
8/28/2018	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 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), Unit 89 (Extra Help Clerical), and Unit 19 (Senior and Executive 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 classifications from 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), Unit 89 (Extra Help Clerical) and Unit 19 (Senior and Executive Management) from the Alphabetical Listing of Classes and Salaries. Additionally, 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) in December 2017 and in May 2018 the unused classifications which reside in 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).

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 FY2018/19 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. In December 2017, the Board of Supervisors took the same action by removing the unused classifications which are represented by Unit 19 (Senior and Executive Management). In May 2018, the Board of Supervisors took the same action by removing the unused classifications which are represented by Unit 6 (Health and Social Services Supervisors), Unit 10 (Skilled Craft and Service Maintenance), Unit 16 (Mid-Management) and Unit 17 (Law Enforcement 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 SEIU-represented bargaining units were notified of the proposal to remove the unused classifications. The County concluded meeting with SEIU on June 15, 2018. On June 6, 2018, the authorized representative for Unit 19 was notified of the proposal to remove the unused classification and the County received no request from the union to meet.

On August 8, 2018, the Civil Service Commission removed from the classification plan those unused classifications which are within the classified service.

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 from SEIU, which represents bargaining units 2, 5, 7, 8, 9, 87 and 89.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION