



## Agenda Submittal

**Agenda #:**  
**Type:** CSC-Document  
**File #:** CSC 18-0021  
**Agenda date:** 11/14/2018  
**Title:** Amend the classification description of Employment and Eligibility Services Manager

**Status:** Agenda Ready  
**Department:** Civil Service Commission  
**Contact:** Marc Fox, 784-2552  
**Final action:**

**Governing body:** Civil Service Commission

**District:**

**Attachments:** 1. A - Employment & Eligibility Services Manager Add-Del, 2. B - Employment & Eligibility Services Manager Final

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

The Director of Human Resources recommends the Civil Service Commission amend the classification of Employment and Eligibility Services Manager.

### SUMMARY

Proposed FLSA regulation changes prompted the County to review classifications to ensure they were properly designated as FLSA overtime exempt. As part of this review, it was determined that several of the classification descriptions needed to be amended to more accurately reflect the nature of their duties as it relates to the responsibilities surrounding hiring, firing, and making disciplinary recommendations.

### DISCUSSION

The Fair Labor Standards Act (FLSA), the wage and hour law that covers the County, defines which classifications are eligible for overtime (non-exempt employee) and those that are not eligible for overtime (exempt employee). Solano County is obliged to comply with the FLSA provisions.

Under President Obama's administration, regulatory changes to the Fair Labor Standards Act (FLSA) were to become effective December 2016. The proposed changes to the regulations prompted Human Resources to review job classifications to ensure compliance to the FLSA. For some classifications, a more thorough description surrounding the ability to hire, fire and make disciplinary recommendations, was determined to be necessary to more accurately describe the supervisory or managerial job functions. Although the Obama administration regulations were reversed, the need to ensure our FLSA exempt classifications accurately describe the level of supervisory or management duties, was sufficiently important to warrant the change and proceed with the amendments suggested.

The classifications of Employment & Eligibility Services Manager, Health Services Manager and Health Services Manager (Senior), were amended, as seen in the attachments to this report (Health Services Manager and Health Services Manager (Senior) are non-Civil Service Classifications). The changes include:

- Clarification of the management/supervisory duties
- Standardization and consistency of language throughout the classifications (e.g. essential duties,

- qualifications, knowledge, skills, and abilities, physical requirements, and, other requirements);
- Standardization of the overall formatting

The County has met and conferred with the respective labor organization over these recommended changes.

### **ALTERNATIVES**

The Commission could choose not to adopt these changes, although that is not recommended as the proposed changes ensure compliance to the Fair Labor Standards Act.

### **OTHER AGENCY INVOLVEMENT**

The Department of Health and Social Services and the Solano Human Assistance Professional Employees Association (SHAPE).