



## Agenda Submittal

**Agenda #:**  
**Type:** CSC-Document  
**File #:** CSC 19-0019  
**Agenda date:** 6/12/2019  
**Title:** Amend the Inventory Coordinator classification.

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

**Governing body:** Civil Service Commission

**District:**

**Attachments:** 1. A - Inventory Coordinator - Current, 2. B - Inventory Coordinator - Add/Delete, 3. C - Proposed Inventory Coordinator

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 Inventory Coordinator classification specification.

### **SUMMARY:**

The County proposed amendments to the Inventory Coordinator classification specification. Revisions were made to expand where an Inventory Coordinator could be found in the County to include other departments which may have a centralized equipment/supply center. Other revisions included the removal of supervisory duties over storekeeping, courier, and clerical staff while adding lead duties over storekeeping, courier, and clerical staff. The format and language have been updated to the standard format and language for classification specifications.

### **DISCUSSION:**

The County is proposing to revise the Inventory Coordinator classification specification. After conducting a classification analysis of a position within the Health & Social Services Department and discussions with staff, it was determined that based on the duties assigned to this position, the Inventory Coordinator classification was most appropriate.

The current Inventory Coordinator classification specification somewhat limits where this position can be found, and historically this position has been specific to the General Services Department. Revisions have been made to allow this position to reside both inside and outside of General Services.

The Inventory Coordinator classification specification has been revised to remove supervisory duties and add lead duties which allows this classification to align with other coordinator classifications (e.g., Office Coordinator) which do not have supervisory duties. The current incumbent in the General Services Department does not currently supervise staff.

The classification was updated to include standard formatting and language to the current classification specification formatting and standard language. There have been no changes to the minimum qualifications.

Attached are copies of the current classification, the add/delete version, and proposed class specification.

**ALTERNATIVES:**

The Civil Service Commission could elect not to approve the proposed class specification amendments. However, this is not recommended as the Department of Human Resources is tasked with ensuring that positions are appropriately classified.

**OTHER AGENCY INVOLVEMENT:**

Human Resources worked with staff from the Department of Health & Social Services and the General Services Department in revising the class specifications. On May 23, 2019, the County notified SEIU of the County's intent to modify the existing classification. The Union did not respond to the County's invitation to meet and confer.