



## Agenda Submittal

**Agenda #:** 10 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 19-561 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 7/23/2019 **Final action:** 7/23/2019  
**Title:** Adopt a resolution amending the List of Numbers and Classifications of Positions to reclassify 20 positions as a result of a countywide information technology classification study

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
7/23/2019	1	Board of Supervisors		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends adopting a resolution to amend the List of Numbers and Classifications of Positions to reclassify 20 positions as a result of a countywide information technology classification study.

### **SUMMARY:**

The Human Resources Department undertook a countywide information technology classifications study to review the structure of the County's classifications and verify whether our salaries are competitive with our defined market. The Civil Service Commission adopted the revised classification specifications on December 13, 2017. The Board of Supervisors adopted the revised salary schedule and allocated positions to be revised classification on December 12, 2017. All information technology positions were allocated based on current incumbents existing classification level. Information technology positions may flexibly promote within the classification series based on demonstrated skills and abilities. The recommended action allocates positions to the available flexibly promoted classification thereby correcting the oversight allocating positions based on the incumbent employees' current class.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget. There is no additional financial impact as positions are budgeted based on the employee's actual assigned classification.

### **DISCUSSION:**

On December 12, 2017, the Board of Supervisors adopted Resolution No.2017-260, a resolution amending the Alphabetical Listing of Classes and Salaries related to a countywide classification study of information technology classifications. The study identified that Information Technology Analyst Series I - IV, Information

Specialist I - II and Business Systems Analyst - Business Systems (Senior) are classifications that are flexibly staffed, allowing for employees to progress through the series based on role/assignment and the employees demonstrated skills and abilities, subject to the recommendation of the department head.

The County has a number of flexibly staffed classifications. As examples, (not an exhaustive list):

- Building Permits Technician is flexibly staffed from entry to journey level
- Child Support Attorney I is flexibly staffed up to Child Support Attorney IV
- Correctional Officer is flexibly staffed from entry to journey level
- Deputy District Attorney I is flexibly staffed up to Deputy District Attorney IV
- Deputy Probation Officer is flexibly staffed from entry to journey level
- Deputy Public Defender I is flexibly staffed up to Deputy Public Defender IV
- Eligibility Benefits Specialist I (entry) is flexibly staffed from entry to journey level Eligibility Benefits Specialist II
- Employment Resources Specialist I (entry) is flexibly staffed from entry to journey level Employment Resources Specialist II
- Equipment Mechanic Assistant is flexibly staffed to Equipment Mechanic
- Human Resources Analyst is flexibly staffed from entry up to senior level
- Librarian Entry is flexibly staffed from entry to journey level
- Welfare Fraud Investigator I is flexibly staffed to Welfare Fraud Investigator I

Adoption of the proposed resolution means that as an Information Technology Analyst, Information Technology Specialist or Business Systems Analyst progresses in his/her role/assignment and demonstrates additional skills and abilities, the department director is able to promote the individual, thereby acknowledging the individual's additional work assignments and proficiency to perform the work. Absent the proposed resolution, the department director, in conjunction with the Human Resources Department, will be required to conduct a comprehensive classification study and present for Board of Supervisors approval the reclassification of the incumbent employee. The proposed resolution provides the same structure of promotion within a classification series as is provided to other County employees.

#### **ALTERNATIVES:**

The Board of Supervisors could opt to not adopt the proposed resolution; however, this approach is not recommended as not changing the allocation to the higher classification would result in flexibly staffing to not be achieved.

#### **OTHER AGENCY INVOLVEMENT:**

The Human Resources Department worked cooperatively with the Departments of Information Technology and Library Services throughout all phases of the classification study. The Human Resources Department met and conferred with the impacted bargaining units for implementation of the classification study.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**