



## Agenda Submittal

**Agenda #:** 15 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 19-706 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 9/10/2019 **Final action:** 9/10/2019  
**Title:** Adopt a resolution to amend the List of Numbers and Classifications of Positions to reclassify 1.0 FTE Human Resources Analyst (Principal) to 1.0 FTE Equal Employment Opportunity (EEO) Officer; and Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries by establishing a wage for Equal Employment Opportunity (EEO) Officer  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution - Numbers and Classifications, 2. B - Resolution - Alpha Listing of Classes & Salaries, 3. Adopted Resolution - Numbers and Classifications, 4. Adopted Resolution - Alpha Listing of Classes & Salaries, 5. Minute Order

Date	Ver.	Action By	Action	Result
9/10/2019	1	Board of Supervisors		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to reclassify 1.0 FTE Human Resources Analyst (Principal) to 1.0 FTE Equal Employment Opportunity (EEO) Officer. The Director of Human Resources also recommends the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries by establishing a wage for Equal Employment Opportunity (EEO) Officer.

### **SUMMARY:**

In October 2012, the Board of Supervisors approved a proposed reorganization of the Human Resources Department, including restructuring job functions by converting two specialized job positions of Employment Relations Manager and Equal Employment Opportunity (EEO) Compliance Officer into the generalist positions of Human Resources Analyst (Principal). In September 2014, the Board of Supervisors approved the return to the specialized position of Employment Relations Manager and deleted one Human Resources Analyst (Principal) position. The EEO Compliance Officer classification was also previously deleted. The proposed actions establish the classification and pay of EEO Officer and the reclassification of one incumbent from Human Resources Analyst (Principal) to EEO Officer.

### **FINANCIAL IMPACT:**

The anticipated cost for the balance of the fiscal year is \$9,363 and the Human Resources Department anticipates absorbing the cost within the existing allocated budget due to the timing of when staff vacancies were filled. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

### **DISCUSSION:**

In October 2012, the Board of Supervisors approved a proposed reorganization of the Human Resources Department, including restructuring job functions by converting two specialized job positions of Employment Relations Manager and EEO Compliance Officer into the generalist positions of Human Resources Analyst (Principal). The Board of Supervisors previously added back the Employment Relations Manager position and deleted one Human Resources Analyst (Principal).

In 2012, one of the Human Resources Analyst (Principal) positions was added to provide general human resources duties such as recruitment, selection, classification and assistance to assigned departments and also function as the EEO Compliance Officer and workplace investigator. At that time, it was anticipated that EEO-related work was less than full-time. The Director of Human Resources recommends returning to the specialized EEO position based on EEO workload and the specialized nature of providing EEO guidance to departments, training, and investigating complaints of workplace discrimination, harassment and retaliation.

Formal and informal complaints of discrimination, harassment and retaliation have increased during the past few years and is expected to remain full-time work. Complaints received have been:

- In 2012, 19 formal complaints were received. A log of “informal complaints” of EEO concerns was not maintained.
- In 2013, 14 formal complaints were received. A log of informal complaints was not maintained.
- In 2014, 15 formal and 9 informal complaints, for a total of 24 complaints, were received. Due to staff turnover, the 2014 logs may be incomplete.
- In 2015, 21 formal and 20 informal complaints, for a total of 41 complaints, were received.
- In 2016, 20 formal and 25 informal complaints, for a total of 45 complaints, were received.
- In 2017, 19 formal and 42 informal, for a total of 61 complaints, were received.
- In 2018, 25 formal and 32 informal, for a total of 57 complaints, were received.
- In 2019, 22 formal and 54 informal, for a total of 76 complaints have been received through August 28, 2019.

### **ALTERNATIVES:**

The Board of Supervisors could elect to not amend the number and classifications of positions; however, this approach is not recommended as the number of referrals warrants a full-time position dedicated to equal employment training and investigations. The Board of Supervisors could elect to set the wage for EEO Officer at a different value; however, this is not recommended as the proposed wage was formulated based on the wage provided by the County's comparable cities and counties.

### **OTHER AGENCY INVOLVEMENT:**

On August 5, 2019, the Director of Human Resources notified all County bargaining units that the Director intended to assign the classification of EEO Officer to bargaining Unit 62 - (unrepresented) Senior Management. This is the same bargaining unit to which the prior classification of EEO Compliance Officer was assigned. No disputes have been received as to the assignment of this new classification to bargaining Unit 62.

The Director of Human Resources worked in consultation with the County Administrator's Office in formulating the proposed EEO Officer classification, position, and wage.

### **CAO RECOMMENDATION:**

## **APPROVE DEPARTMENTAL RECOMMENDATION**