



Agenda Submittal

Agenda #: 16 **Status:** Consent Calendar
Type: Resolution **Department:** Human Resources
File #: 19-842 **Contact:** Marc Fox, 784-2552
Agenda date: 11/5/2019 **Final action:** 11/5/2019
Title: Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$6,515.39 - \$7,919.50 for the classification of Real Estate Agent

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

Date	Ver.	Action By	Action	Result
11/5/2019	1	Board of Supervisors		

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

DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$6,515.39 - \$7,919.50 for the classification of Real Estate Agent.

SUMMARY:

The proposed adoption to the Alphabetical Listing of Classes and Salaries will reinstate the amended Real Estate Agent classification specification. This classification was abolished from the Alphabetical Listing of Classes and Salaries on September 9, 2018. Following the vacancy of the Real Estate Agent Manager position, the Departments of General Services and Human Resources evaluated the ongoing real estate duties and concluded that a Real Estate Agent, not Real Estate Manager classification, best fulfills the duties. On October 8, 2019, the Civil Service Commission reinstated the Real Estate Agent classification. The final step is to add the Real Estate Agent within the salary schedule.

FINANCIAL IMPACT:

There is no financial impact in adopting a salary range for Real Estate Agent. The recommended action is to keep the same salary range that existed prior to the abolishment of the classification, adjusted based on the general wage increase from the new collective bargaining agreement.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

DISCUSSION:

The proposed adoption to the Alphabetical Listing of Classes and Salaries is to reinstate the Real Estate Agent classification. In August 2018, the County abolished the classification of Real Estate Agent. The Real Estate

Manager position recently became vacant and the Department of General Services reviewed their needs for real estate services and recognized that the Real Estate Agent, and not the Real Estate Manager classification fits the departmental/County needs.

The minimum qualifications were amended to clarify the type of work experience that is required for the classification and a preference for a California Real Estate License or California Broker License was incorporated in the license section of the classification. No changes were made to the job duties. The proposed salary range reflects the same salary range that existed prior to the abolishment of the classification with the general wage increase from the new collective bargaining agreement.

On October 8, 2019, the Civil Service Commission approved the reestablishment of the Real Estate Agent classification. The classification was also reassigned back to bargaining Unit 7, SEIU (Regulatory, Technical, and General Services) which includes other regulatory and technical classification within a capable capacity.

The proposed action before the Board of Supervisors is to establish a salary range for Real Estate Agent classification. The recommended action is to keep the same salary range that existed prior to the abolishment of the classification, adjusted based on the general wage increase from the new collective bargaining agreement.

ALTERNATIVES:

The Board of Supervisors could elect not to amend the Alphabetical Listing of Classes and Salaries; however, this is not recommended as this would prevent the County from recruiting for the appropriate classification to meet the real estate needs of the County.

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the General Services Department in revising the class specifications. On July 22, 2019, the County notified bargaining Unit 7, SEIU (Regulatory, Technical, and General Services) of the County's intent to establish the Real Estate Agent classification and proposed a salary range. The Union was provided the opportunity but did not request to meet and confer. The Civil Service Commission approved the classification at the Commission meeting held on October 8, 2019.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION