



Legislation Text

File #: 20-349, Version: 1

Adopt a resolution amending the List of Numbers and Classifications of Positions to reclassify a 1.0 Full-Time Equivalent (FTE) Office Assistant I to a 1.0 FTE Office Assistant II in the Department of Agriculture

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

DEPARTMENTAL RECOMMENDATION:

The Department of Agriculture recommends the Board of Supervisors adopt a resolution amending the List of Numbers and Classifications of Positions to reclassify a 1.0 Full-Time Equivalent (FTE) Office Assistant I to a 1.0 FTE Office Assistant II in the Department of Agriculture to support the Department's agriculture, pesticide use enforcement and weights and measures programs.

SUMMARY:

In early 2020, the Department conducted a study of administrative workloads and program support needs. This study found that Agricultural programs were lacking a higher level of administrative support within the unit. The Department asked Human Resources to review the duties and responsibilities of the Office Assistant I classification as duties had evolved due to the increasing number of agricultural program responsibilities associated with this position. Human Resources has completed the classification review and determined the appropriate classification is Office Assistant II. The Office Assistant I position is currently filled and the staff member qualifies for the Office Assistant II position.

FINANCIAL IMPACT:

Adoption of the resolution will result in a monthly salary increase of \$248 and with minimal fiscal impact that can be absorbed within the Department's current budget. Included in the Department's FY2020/21 Requested Budget was an annual salary increase of \$3,409. The costs associated with preparing the agenda item are nominal and absorbed by the Department's FY2019/20 Adopted Budget.

DISCUSSION:

In March 2020, the Ag Department asked Human Resources to conduct a classification review of the duties and responsibilities of the Office Assistant I classification due to the increasing number of agricultural program responsibilities associated with this position. Human Resources has completed their review and determined the appropriate classification is an Office Assistant II.

During the last two years, the Agriculture Department has experienced additional contracts and expansions of existing contracts which has translated into an increase in mandated State reporting, data entry into specialized State databases and requests for complex informational reports. This position also processes claims, logs and tracks payments received, composes documents to support department managers, processes accounts receivable and makes deposits. The classification change to an Office Assistant II recognizes the appropriate classification for the current duties and responsibilities being performed in the Agriculture/Weights and Measures programs.

ALTERNATIVES:

The Board could choose not to adopt the resolution; however, this is not recommended as the Department requested the classification review of this position and Human Resources determined that another classification is the appropriate classification for the duties and responsibilities for the agricultural programs.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the County Administrator's Office concur with the recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION