



Board Agenda Item 40

DATE: October 21, 2025

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution reclassifying one (1) Office Assistant I/II position upwards to Program Technician I/II within the Fresno County Public Library, effective October 27, 2025, as reflected in Appendix “A”.

There is no increase in Net County Cost (NCC) associated with the recommended action. Approval will implement the recommendation of a classification study performed by the Department of Human Resources, reclassifying upwards one (1) Office Assistant I/II position to Program Technician I/II. This action directly impacts the Fresno County Library.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the existing one (1) Office Assistant I/II position would remain unchanged and will not be reclassified upwards to Program Technician I/II. Additionally, the department would be directed to have the incumbent perform work within the Office Assistant I/II classification and would not have a Program Technician I/II position to perform the technical duties required to support the Fresno County Library, Infrastructure Division.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended action. The estimated cost for FY 2025-26 is approximately \$7,357, which will be absorbed within the FY 2025-26 Adopted Budget.

DISCUSSION:

The Department of Human Resources recently completed a classification study of one (1) Office Assistant I/II position within the Infrastructure Division of the Fresno County Library. The Department of Human Resources reviewed Job Specifications, a Classification Questionnaire, and conducted a Desk Audit in the development of the study analysis and the subsequent recommendation.

The classification study findings determined that the incumbent was performing several duties outside of the scope of the Office Assistant classification that included performing technical work to support the division, interpreting policies and procedures, processing and maintaining program transactions, and assisting in preparing and maintaining statistical data, reports, correspondence, and conducting research. Based upon our findings, Human Resources identified that the Program Technician classification most accurately resembles the duties performed by this incumbent and is recommending upwards reclassification of this specific Office Assistant I/II position to a Program Technician I/II. Approval of the recommended action would

reclassify one (1) Office Assistant I/II position and the current incumbent in the Fresno County Library, Infrastructure Division upwards to a Program Technician I/II pursuant to Personnel Rule 3 - Classification.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "A"

CAO ANALYST:

Sevag Tateosian