



Board Agenda Item 42

DATE: April 13, 2021
TO: Board of Supervisors
SUBMITTED BY: Hollis Magill, Interim Director of Human Resources
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

- 1. Approve Salary Resolution Amendment reclassifying the Washer positions in the Internal Services Department - Facility Services Org 8935 upwards to Janitor, effective April 19, 2021, as reflected on Appendix "C".**
- 2. Approve Salary Resolution Amendment deleting the Senior Janitor classification, effective April 19, 2021, as reflected on Appendix "C".**

There is no Net County Cost (NCC) associated with these actions. Approval of the recommended actions will implement the recommendations of a classification study performed by the Department of Human Resources, reclassifying upwards three Washer positions to Janitor positions and deleting the Senior Janitor classification. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the existing classifications would remain unchanged.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended actions. The total estimated annual cost of the recommended actions is \$7,711. The estimated cost for FY 2020-21 is approximately \$1,483, which will be absorbed within the FY 2021-21 Internal Services Department (ISD) - Facility Services Org 8935 Adopted Budget. All costs associated with the Janitor positions are billed to user departments by the ISD.

DISCUSSION:

The Department of Human Resources recently completed a classification study of the Washer and Janitor classification series, which began prior to the reallocation of the Washer positions from the Probation Department to the Internal Services Department. The Department of Human Resources reviewed job specifications, questionnaires and on-site interview results from incumbents, and comparable classifications from similar agencies in preparing study analysis and recommendations.

The major issue the study was designed to address was limitations to scheduling and assignment flexibility due to the small number of Washer allocations, scope and purpose of the classification, and the need for laundry services at the 24/7 Juvenile Justice Campus facilities. The study found that reclassification of the Washer positions and addition of the laundry duties to the Janitor classification provided the most effective solution due to the similar nature and complexity of the work performed by each classification. Allowing the

more numerous Janitor positions to perform both janitorial and laundry duties will ease the burden of scheduling staff assigned to the Juvenile Justice Campus and allow Internal Services greater flexibility in maintenance work assignments.

If the recommended actions are approved, incumbents of three Washer positions will be reclassified upwards to Janitor, and the obsolete Senior Janitor classification, which is vacant countywide, will be deleted.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"
MOU Addendum - Unit 12

CAO ANALYST:

Yussel Zalapa