



Board Agenda Item 38

DATE: June 12, 2018
TO: Board of Supervisors
SUBMITTED BY: Paul Nerland, Director of Human Resources
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

- 1. Approve amendment to Salary Resolution adjusting the hourly compensation for three (3) identified extra-help classifications, Agricultural Technician - Seasonal, Elections Outreach Coordinator, and Elections Worker, effective June 18, 2018, as reflected on Appendix "D".**
- 2. Approve amendment to Salary Resolution adjusting the Medical Group for Elections Worker and Elections Outreach Coordinator extra-help classifications, effective June 18, 2018, as reflected on Appendix "D".**

Approval of the first recommended action would authorize the Department of Human Resources to adjust the hourly compensation for the aforementioned positions. Approval of the second recommended action would authorize the reassignment of the Elections Worker/Elections Outreach Coordinator Medical Groups to Group III, in Section 100 of the Salary Resolution, to reflect the appropriate medical group based upon usual working conditions and duties as noted in the job specifications for these classifications.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the compensation for the specified classifications and the designated medical groups for Elections Worker/Elections Outreach Coordinator would remain the same.

FISCAL IMPACT:

The total estimated cost of the recommended actions for the remainder of FY 2017-18 is approximately \$2,294 (\$2,244 in NCC). The total estimated annualized cost increase for FY 2018-19 is approximately \$59,650 (\$58,333 in NCC); sufficient appropriations and estimated revenues are included in the adopted FY 2017-18 budgets for each affected department and the annualized increase will be included in subsequent budget requests.

DISCUSSION:

Recommended Action No. 1 adjusts the salary range and hourly compensation for the following classifications:

- Agricultural Technician - Seasonal - Salary Range 1028 (\$12.85/hour) equivalent to Agricultural Technician - Provisional
- Elections Outreach Coordinator - Salary Range 1146 (\$14.325/hour) equivalent to Office

- Assistant (OA) III, step 1
- Elections Worker - Salary Range 914 (\$11.425/hour) equivalent to OA I, step 1

The compensation for Agricultural Technician - Seasonal should be increased to reestablish parity with the Agricultural Technician - Provisional permanent position, which will be maintained with the addition of Footnote 4. The salary adjustment proposed is consistent with the salary adjustment before your Board today for Unrepresented classification salary adjustment for Agricultural Technician - Provisional.

In addition, on September 20, 2005, your Board established the compensation for Elections Outreach Coordinator at a range equivalent to Office Assistant III, step 1, to enable the County Clerk to maintain a current pool of qualified candidates. Subsequently, on March 22, 2011, the OA III, step 1, rate equivalent was replaced with a fixed hourly rate of \$13.00 to help reduce future election costs. Approval of this salary adjustment, for a classification that has not received an increase since April 4, 2011, would alleviate compaction issues with the Elections Worker and aid in recruitment efforts.

Recently, the Elections Worker classification received consecutive hourly increases over the last two years that were tied to California's minimum wage. This position was established to both simplify the hiring process and reduce election costs of seasonal labor that had been generally provided by Extra-Help Office Assistants. Approval of this salary adjustment would assist in recruiting and retaining a consistent candidate pool for the County Clerk's seasonal election processes.

Recommended Action No. 2 implements an ergonomic evaluation for Elections Outreach Coordinator and Elections Worker classifications that was recently conducted through Occu-Med via The ErgoFirm. As a result of this evaluation, staff recommends that both positions be reassigned to Medical Group III as ErgoFirm's evaluation determined that the frequency, duration, and intensity of the essential functions performed by both positions would warrant a placement at the Medical Group III level.

REFERENCE MATERIAL:

BAI #24, February 6, 2018
BAI #18, March 22, 2011
BAI #23, September 20, 2005

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix D

CAO ANALYST:

Juan Lopez