



Board Agenda Item 28

DATE: October 19, 2021
TO: Board of Supervisors
SUBMITTED BY: Hollis Magill, Director of Human Resources
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment reclassifying the Executive Assistant in the Auditor-Controller/Treasurer-Tax Collector's Office upward to Staff Analyst III, effective November 1, 2021 as reflected in Appendix "C".

There is no increase in Net County Cost associated with this action. Based on a Classification and Compensation review, and the expressed needs of the department, approval of the recommended action will align with the classification study conducted by the Department of Human Resources, reclassifying the incumbent Executive Assistant upward to a Staff Analyst III, and deleting the Executive Assistant/Executive Secretary allocation. This item directly impacts the Auditor-Controller/Treasurer-Tax Collector's Office but has countywide implications.

ALTERNATIVE ACTION(S):

Your Board could choose not to approve the Salary Resolution Amendment and the positions in the Auditor-Controller/Treasurer-Tax Collector's Office would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. If approved, the estimated increase in cost for FY 2021-22 is approximately \$3,550, which will be absorbed into Auditor-Controller/Treasurer-Tax Collector Org 0410 FY 2021-22 Adopted Budget.

DISCUSSION:

The Department of Human Resources recently completed a classification study analyzing the current duties of the Executive Assistant incumbent, juxtaposed with the expressed needs of the department resulting from a departmental reorganization. The study included a review of the Executive Assistant job specification, responses to a Classification Review Questionnaire, and a position audit interview of the Executive Assistant incumbent.

The major concern expressed by the department in the classification review request was regarding the change in duties the Executive Assistant was experiencing, which were necessary to meet the expressed organizational needs the department had indicated due to the reorganization. The study determined that the incumbent's knowledge, skills, and abilities as demonstrated in the set of duties currently being performed

were best suited to benefit the department while being conducted within the Staff Analyst classification series rather than the Executive Assistant classification.

If the recommendation action is approved, the Executive Assistant incumbent will be reclassified upward to the Staff Analyst III classification and the Executive Assistant/Executive Secretary classifications will be deleted from the department's allocated positions.

ATTCHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"

CAO ANALYST:

Yussel Zalapa