



CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL

Short Name/Subject Revision to Job Descriptions and Classification Titles	Board Meeting Date May 28, 2019	Agenda Number 27
Dept: Administrative Office Div: Human Resources Contact: Judy Hawkins Phone: 209-754-6772	Supervisory District Number Countywide	Regular Agenda
Published Notice Required? No Public Hearing Required? No		Estimated Time: 10 Minutes
Type of Document? Resolution PowerPoint Presentation Included? No Budget Transfer Included (Must be signed by Auditor)? No Complete Agreement Required? No Position Allocation Change? No		

RECOMMENDATION:

Adopt a Resolution authorizing revisions to job descriptions and classification titles effective June 8, 2019.

DISCUSSION/SUMMARY:

The County Clerk Recorder and Chief Information Officer have identified the need to revise the minimum qualifications for specific job descriptions within their departments to allow for greater recruitment and advancement opportunities.

Over the last few years, we have experienced a drop in applications resulting in a severe lack of qualified candidates. At this time, it is a “candidates market”. Unemployment is at an all-time low, which provides many more options to those seeking employment. It also provides for current employees to be recruited with the promise of growth and opportunities.

The Recorder Clerk I/II, Business Analyst I/II, and Business Analyst III job descriptions will have revised Education/Experience/Certificates minimum qualifications.

The Human Services Division of the Health and Human Services Agency is requesting a name change to the classifications within the Eligibility Worker Series. Merit Systems Services (MSS) no longer supports the Eligibility Worker series. This leaves HHSA – Human Services without an ability to recruit for vacant positions. We respectfully request to make the following changes:

Current Class	Range	Unit	New Class	Position Affected
Eligibility Worker I/II	7101/7160	7	Eligibility Specialist I/II	24
Eligibility Worker III	7235	7	Eligibility Specialist III	5
Eligibility Worker Supervisor	406	4M	Eligibility Specialist Supervisor	3

FINANCING:

There is no impact to the General Fund. The total impact to each budget is zero as salaries will be affected.

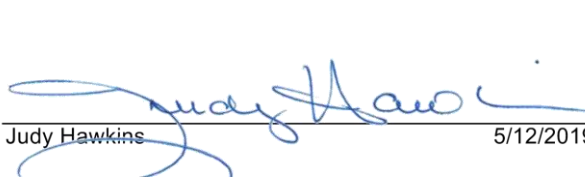
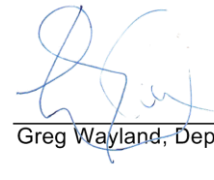
ALTERNATIVES:

The Board could elect not to approve the job descriptions revisions or classification title changes. This is not recommended as the job description changes create more opportunity for candidates, and the title change allows us Merit Systems Services to recruit for eligibility staff.

OTHER AGENCY INVOLVEMENT:

Clerk Recorder, Information Technology, HHS-Human Services

APPROVED BY:

	
Judy Hawkins	Greg Wayland, Deputy County Counsel
5/12/2019	5/16/2019

	
Albert Alt, County Administrative Officer	Diane Severud, Deputy Clerk of the Board of Supervisors
5/17/2019	5/20/2019

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA
May 28, 2019

Resolution
No. (ID # 4558)

**AUTHORIZE CHANGES TO THE RECORDER CLERK I/II,
BUSINESS ANALYST I/II, AND BUSINESS ANALYST III
JOB DESCRIPTIONS AND CLASSIFICATION TITLE
CHANGE TO THE ELIGIBILITY WORKER SERIES
EFFECTIVE JUNE 8, 2019**

WHEREAS, the Board of Supervisors, County of Calaveras, has approved minimum qualification job description changes for the Recorder Clerk I/II, Business Analyst I/II, and Business Analyst III classifications; and

WHEREAS, , the Board of Supervisors, County of Calaveras, has approved classification title changes for the Eligibility Worker I/II to Eligibility Specialist I/II, Eligibility Worker III to Eligibility Specialist III, and Eligibility Worker Supervisor to Eligibility Specialist Supervisor;

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors, County of Calaveras, hereby approve the attached job descriptions for the classifications of Recorder Clerk I/II, Business Analyst I/II, and Business Analyst III, and approves the Eligibility series classification title changes effective June 8, 2019.

Chair

ATTEST

Rebecca Turner, Ex-Officio Clerk
of the Board of Supervisors, County of Calaveras

Deputy Clerk