



CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL

Short Name/Subject Changes to the Position Control List for FY 2019/20	Board Meeting Date June 25, 2019	Agenda Number 28
Dept: Administrative Office Div: Human Resources Contact: Judy Hawkins Phone: 209-754-6772	Supervisory District Number Countywide	Consent Agenda
Published Notice Required? No Public Hearing Required? No		Estimated Time: 0
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 changes to the Position Control List for Fiscal Year 2019/20 Recommended Budget effective July 6, 2019.

DISCUSSION/SUMMARY:

The Board of Supervisors were presented with the fiscal year 2019/20 recommended budget starting on June 11, 2019 and concluded June 12, 2019. Human Resources is now bringing forward a resolution to authorize the changes to the Position Control List as approved by the Board. All of the approved personnel changes are summarized below and additional detail may be found in the Department Memos of the Recommended Budget for 2019/20. Cost impacts of these personnel changes were included in the County Administrative Officer's FY 2019/20 Recommended Budget Memo.

The changes to the Position Control List are as follows:

ADMINISTRATION

The County Administrative Officer is eliminating the limited term position of Administrative Assistant I/II and adding the permanent position of Administrative Assistant I/II as discussed in the budget hearings on June 11, 2019.

ASSESSOR

The Assessor will add the position of Sr. Appraiser. The addition of this position will bring a new level of skill into the department and can assist the Assessor in the appraisal of income producing properties.

BUILDING

The Building Division is adding the position of Fire Inspector. This position will inspect buildings, land, and fire suppression systems as well as building plans to determine compliance with California Fire Code, Building Codes and various other fire protection laws.

COUNTY COUNSEL

County Counsel will eliminate the limited term position of Deputy County Counsel II and add the permanent position of Deputy County Counsel I/II/III/IV.

DISTRICT ATTORNEY

The District Attorney will add a new Sr. Department Analyst and will be deleting the vacant positions of Program Coordinator I/II and DA Services Tech I/II/III.

HEALTH AND HUMAN SERVICES AGENCY

Human Services is reclassifying positions 83-38 and 83-84, Office Technicians to the Legal Clerk I/II series. Human Services recognized many of the duties currently performed by the incumbents are clerical in nature, but not specifically outlined in the Office Technician job description. Legal Clerk I/II is a Merit Systems classification.

Health and Human Services Administration is deleting position 84-02, Deputy Director of Health and Human Services. Under the current structure of the Health and Human Services Agency this position is no longer needed. The position has been vacant since March of 2018.

Public Health is reclassifying position 51-33, Administrative Assistant, to Administrative Services Manager. With increasingly complicated State and Federal grants, Public Health is in need of a position that can provide direct supervision to employees and assume substantive and significant responsibility for assigned divisional administration to include fiscal and budgetary, personnel, recordkeeping, documentation and management information systems activities. Public Health recommends that this position be re-classed to account for these additional responsibilities.

Public Health is adding a Community Health Assistant (CHA) I/II/III. The CHA will address many of the unmet community needs identified by initial health assessment results. The CHA will centralize and increase greatly needed prevention work within the County in addition to providing community health education to currently underserved populations.

Mental Health is reclassifying position 52-35, Community Health Assistant to a Case Manager II. This position was originally hired by Public Health, but was transferred to Behavioral Health by agreement to serve as a liaison with the Spanish-speaking population. Over time, the role has shifted from primarily being community education to providing direct services to Spanish-speaking clients and their families.

Mental Health is adding a new position of Support Services Supervisor to meet the increased needs of the Mental Health Services Act Unit of Behavioral Health Services Division. This position will be responsible for training of staff and volunteers to act in peer support capacity for a range of services in Calaveras, including but not limited to the Peer Center, Mental Health Clinic, Criminal Justice services, Probation, Children and Adult Protective Services.

Mental Health is deleting position 52-06, Clinician (.7 FTE). Originally, this position was funded through a Mental Health/Substance Abuse allocation distributed to Human Services. Unfortunately, the allocation has decreased and can no longer support the position.

HUMAN RESOURCES

The Deputy CAO/Director of Human Resources & Risk Management will retain the limited term Clerical Assistant I to continue the Laserfiche scanning project within the Human Resources & Risk Management Department. This project is to secure personnel and workers comp documents within the Laserfiche Document Management System. This process will also alleviate the space issue for files within the department.

INFORMATION TECHNOLOGY

The Deputy CAO/Chief Information Officer is adding the positions of Support

Technician I/II and Network Specialist I/II/III. These positions are to add additional support to departments such as HHS and the Sheriff's Department. He will also reclassify position 07-18, Business Analyst III, to Business Analyst I/II to better align this position with the needs of the department.

LIBRARY

The County Librarian is deleting the limited term position 65-42L, Library Assistant I/II/III and adding a new .6 FTE Library Assistant I/II/III position. This position will be responsible for the STEAM (Science, technology, engineering, arts and math) program. The current limited term position is being funded by Friends of the Library.

OFFICE OF EMERGENCY SERVICES (OES)

The County Administrative Officer is deleting the limited term position of Department Analyst, 47-07.

PUBLIC WORKS DEPARTMENT

The Department of Public Works – Roads and Bridges is reclassifying the classification of Road Maintenance Supervisor to Senior Road Maintenance Worker since they are hourly lead workers and are not supervisory in nature. This request would change the title of the positions only which currently has 4 employees. Two positions within the classification are currently under-filled and Public Works will reclassify those two positions from the Road Maintenance Supervisor to Road Maintenance Worker I/II in order to align the position with the purpose for which it is actually being used.

The Department of Public Works – Roads and Bridges Division currently has four road maintenance districts, each with its own yard and crew. Currently, the Road Superintendent is the sole mid-manager responsible for the oversight and direct supervision of all Road Maintenance Workers, with the assistance of the lead Road Maintenance Supervisors (reclassified to Sr. Road Maintenance Worker). As part of a department-wide organizational analysis, it has been determined that a supervisory level Road Maintenance Supervisor is necessary to oversee the day-to-day operations of each road yard and their respective crews. Public Works will add four Road Maintenance Supervisors to oversee and hold responsibility for the supervision, training, safety, and mentoring of Road Maintenance Workers.

Public Works will reclassify one Junior Engineer, two Associate Engineers, and one Senior Engineer to Public Works Analyst I/II and the reclassification of the Deputy Director of Operations and Maintenance to Public Works Project Manager. The latter being responsible for the oversight and management of highly complex projects. The justification for this change being, over the past few years, it has been difficult to recruit and retain engineers at the Junior Engineer and Associate Engineer levels. In the Department of Public Works, these positions primarily perform project management services rather than design engineering. Since there is an increased need for project management and delivery services, including oversight of certain disaster recovery efforts, the department has needed the reclassifications.

The Public Works Administration budget unit has a Department Analyst position that they are reclassifying to an Administrative Services Officer I/II. This position is currently under-filled as an Administrative Services Officer I and the reclassification merely aligns the position with the actual duties being performed.

The County Surveyor currently exists within the Department of Public Works – Roads and Bridges Division. This position has been vacant since August 2009. For a brief time, the County Surveyor work was performed by a contractor. For the past several years, the Deputy Director

of Public Works has performed these duties in an interim basis. The demands for county surveyor services do not come close to justifying a FTE County Surveyor position. As part of the FY 2019/20 proposed budget, the department is eliminating this position as the duties will continue to be carried out by the Deputy Director of Public Works in a permanent capacity. An assignment pay of 5% will be added to the Deputy Director of Public Works for the additional duties.

SHERIFF'S DEPARTMENT

The Sheriff is adding a new Patrol Deputy Sheriff I/II to bring up staffing levels for patrol.

FINANCING:

The fiscal impacts of these changes are reflected in the CAO's Fiscal Year 2019/20 Recommended Budget.

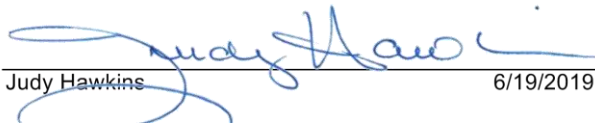
ALTERNATIVES:

The Board could elect not to approve the position control list adjustments. This alternative is not recommended since the changes as outlined were in the FY 2019/20 Recommended Budget which the Board chose to move forward on June 12, 2019.

OTHER AGENCY INVOLVEMENT:

County Administrative Office, Board of Supervisors

APPROVED BY:



Judy Hawkins 6/19/2019



Diane Severud, Deputy Clerk of the Board of Supervisors 6/19/2019



Greg Wayland, Deputy County Counsel 6/19/2019



Albert Sit, County Administrative Officer 6/21/2019

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA
June 25, 2019

**Resolution
No. (ID # 4621)**

**AUTHORIZE CHANGES TO THE POSITION CONTROL
LIST FOR FISCAL YEAR 2019/20 RECOMMENDED
BUDGET EFFECTIVE JULY 6, 2019**

WHEREAS, the Board of Supervisors, County of Calaveras, has approved certain new positions, reclassifications, deletions and job descriptions as part of FY 2019/20 Recommended Budget effective July 6, 2019; and

WHEREAS, the Board of Supervisor, County of Calaveras, has approved a 5% assignment pay for the classification of Deputy Director Public Works, when the duties of Surveyor are assigned; and

WHEREAS, the Board of Supervisor, County of Calaveras, has approved Y rating position 81-68 due to the reclassification.

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors, County of Calaveras, hereby approves the following changes to the Position Control List effective July 6, 2019.

**NEW
POSITIONS**

Department	POS #	Position Title	Range	FTE	Unit	Salary
Admin	02-16	Administrative Assistant I/II	516/526	1.0	5C	(I)\$22.31-\$27.12 (II)\$27.01-\$32.85
Admin - I.T.	07-37	I.T. Support Technician I/II	7705/7710	1.0	7	(I) \$19.54-\$23.77 (II)\$22.63-\$27.51
Admin - I.T.	07-39	Network Specialist I/II/III	7545/7607/ 7661	1.0	7	(I)\$25.53-\$31.04 (II)\$28.60-\$34.77 (III)\$32.04-\$38.94
Assessor	05-29	Senior Appraiser	523	1.0	5S	\$28.38-\$34.50
Building Dept.	58-33	Fire Prevention Inspector	7779	1.0	7	\$25.50-\$31.00
County Counsel	08-10	Deputy County Counsel I/II/III/IV	499/427/ 444/451	1.0	4P	(I)\$32.65-\$39.73 (II)\$37.84-\$46.00 (III)\$43.80-\$53.24 (IV)\$51.38-\$62.44
District Attorney	20-03	Senior Department Analyst	440	1.0	4M	\$32.67-\$39.67
HHSA - Mental Health	52-74	MHSA Support Services Supervisor	478	1.0	4P	\$27.01-\$32.85
HHSA - Public Health	51-49	Community Health Assistant I/II/III	7316/7739/ 7400	1.0	7	(I)\$20.07-\$24.42 (II)\$20.58-\$25.05 (III)\$21.81-\$26.51

LIBRARY	65-31	Library Assistant I/II/III	7020/7050/ 7126	.60	7	(I)\$12.87-\$15.63 (II)\$14.46-\$17.56 (III)\$16.59-\$20.17
PW ROADS	81-12	Road Maintenance Ops Supervisor	509	1.0	5S	\$25.25-\$30.69
PW ROADS	81-13	Road Maintenance Ops Supervisor	509	1.0	5S	\$25.25-\$30.69
PW ROADS	81-16	Road Maintenance Ops Supervisor	509	1.0	5S	\$25.25-\$30.69
PW ROADS	81-18	Road Maintenance Ops Supervisor	509	1.0	5S	\$25.25-\$30.69
SHERIFF	32-64	Deputy Sheriff I/II	902/904	1.0	9	(I)\$27.39-\$33.30 (II)\$28.97-\$35.24

RECLASSIFICATION/RESTRUTURE FROM:

Department	POS #	Position Title	Range	FTE	Unit	Salary
PW ROADS	81-02	Associate Engineer	448	1.0	4P	\$34.50-\$41.91
PW ROADS	81-04	Junior Engineer	7121	1.0	7	\$30.47-\$37.01
PW ROADS	81-07	Associate Engineer	448	1.0	4P	\$34.50-\$41.91
PW ROADS	81-70	Senior Engineer	489	1.0	4M	\$41.62-\$50.59
PW ADMIN	82-71	Department Analyst	529	1.0	5S	\$28.39-\$34.52
ADMIN IT	07-18	Business Analyst III	469	1.0	4M	\$35.80-\$43.54
EMA EH	57-04	Administrative Assistant I/II	516/526	1.0	5S	(I)\$22.31-\$27.12 (II)\$27.01-\$32.85
PUBLIC WORKS	81-68	Deputy Director, Ops & Maintenance	487	1.0	4M	\$44.37-\$53.94
HHSA - MH	52-35	Community Health Assistant I/II/III	7316/7739/ 7400	1.0	7	(I)\$20.07-\$24.42 (II)\$20.58-\$25.05 (III)\$21.81-\$26.51
HHSA - PH	51-33	Administrative Assistant I/II	516/526	1.0	5S	(I)\$22.31-\$27.12 (II)\$27.01-\$32.85
HHSA - HS	83-38	Office Technician I/II	7200/7809	1.0	7	(I)\$17.43-\$21.23 (II)\$19.23-\$23.37
HHSA - HS	83-84	Office Technician I/II	7200/7809	1.0	7	(I)\$17.43-\$21.23 (II)\$19.23-\$23.37
PW ROADS	81-15	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55
PW ROADS	81-17	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55
PW ROADS	81-19	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55
PW ROADS	81-21	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55
PW ROADS	81-22	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55

PW ROADS	81-45	Road Maintenance Supervisor	7410	1.0	7	\$21.86-\$26.55

RECLASSIFICATION/RESTRUCTURE TO:

Department	POS #	Position Title	Range	FTE	Unit	Salary
PW ROADS	81-02	Public Works Analyst I/II	7786/7787	1.00	7	(I)\$26.66-\$32.42 (II)\$30.65-\$37.28
PW ROADS	81-04	Public Works Analyst I/II	7786/7787	1.00	7	(I)\$26.66-\$32.42 (II)\$30.65-\$37.28
PW ROADS	81-07	Public Works Analyst I/II	7786/7787	1.00	7	(I)\$26.66-\$32.42 (II)\$30.65-\$37.28
PW ROADS	81-70	Public Works Analyst I/II	7786/7787	1.00	7	(I)\$26.66-\$32.42 (II)\$30.65-\$37.28
PW ROADS	82-71	Admin Services Officer I/II	7783/7785	1.00	7	(I)\$19.59-\$23.85 (II)\$22.53-\$27.41
ADMIN IT	07-18	Business Analyst I/II	7793/7794	1.00	7	(I)\$25.32-\$30.76 (II)\$28.44-\$34.56
EMA EH	57-04	Department Analyst	529	1.00	5S	\$28.39-\$34.52
PUBLIC WORKS	81-68	Public Works Project Manager	456	1.00	4M	\$40.34-\$49.04
HHSA - MH	52-35	Case Manager I/II	7377/7788	1.00	7	(I)\$21.35-\$25.96 (II)\$26.61-\$32.36
HHSA - PH	51-33	Administrative Services Manager I/II	465/466	1.00	4M	(I)\$22.31-\$27.12 (II)\$27.01-\$32.80
HHSA - HS	83-38	Legal Clerk I/II	7773/7774	1.00	7	(I)\$17.43-\$21.23 (II)\$19.23-\$23.37
HHSA - HS	83-84	Legal Clerk I/II	7773/7774	1.00	7	(I)\$17.43-\$21.23 (II)\$19.23-\$23.37
PW ROADS	81-15	Senior Road Maintenance Worker	7410	1.00	7	\$21.86-\$26.55
PW ROADS	81-19	Senior Road Maintenance Worker	7410	1.00	7	\$21.86-\$26.55
PW ROADS	81-21	Senior Road Maintenance Worker	7410	1.00	7	\$21.86-\$26.55
PW ROADS	81-22	Senior Road Maintenance Worker	7410	1.00	7	\$21.86-\$26.55
PW ROADS	81-17	Road Maintenance Worker I/II/III	7105/7205/ 7300	1.00	7	(I)\$15.60-\$18.96 (II)\$17.63-\$21.43 (III)\$19.65-\$23.88
PW ROADS	81-45	Road Maintenance Worker I/II/III	7105/7205/ 7300	1.00	7	(I)\$15.60-\$18.96 (II)\$17.63-\$21.43 (III)\$19.65-\$23.88

DELETIONS

Department	POS #	Position Title	Range	FTE	Unit	Salary
Public Works	81-73	County Surveyor	434	1.00	4M	
District Attorney	30-20	Program Coordinator I/II	7769/7525	1.00	7	
District Attorney	30-33	DA Services Tech I/II/III	10701/10702/10703	0.75	10	
County Counsel	08-09L	Deputy County Counsel I/II/III/IV	499/427/444/451	1.00	4P	
HHSA - Mental	52-06	Clinician I/II	7789/7790	0.70	7	
HHSA - Human Svc	84-02	Deputy Dir, HHSA	453	1.00	4M	
LIBRARY	65-42L	Library Assistant I/II/III	7020/7050/7126	0.45	7	
SHERIFF	32-51L	Deputy Sheriff Trainee LIMITED	10550	1.00	10	
SHERIFF	32-98L	Deputy Sheriff Trainee LIMITED	10550	1.00	10	
ADMIN - OES	47-07L	Department Analyst	529	1.00	5S	
ADMIN	02-15L	Administrative Assistant I/II	516/526	1.00	5C	

Assignment Pay:

Department	POS #	Position Title	Range	FTE	Unit	%
Public Works	81-10	Deputy Director, Public Works	462	1.0	4M	5% Surveyor Pay

Chair

ATTEST

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

Deputy Clerk
