



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>Short Name/Subject</b> Changes to the Position Control List for EMA Reclassification FY 19/20	<b>Board Meeting Date</b> June 25, 2019	<b>Agenda Number</b> <b>30</b>
<b>Dept:</b> Administrative Office <b>Div:</b> Human Resources <b>Contact:</b> Judy Hawkins <b>Phone:</b> 209-754-6772	<b>Supervisory District Number</b> Countywide	Consent Agenda
<b>Published Notice Required?</b> No <b>Public Hearing Required?</b> No		<b>Estimated Time:</b> 0
<b>Type of Document?</b> Resolution <b>PowerPoint Presentation Included?</b> No <b>Budget Transfer Included (Must be signed by Auditor)?</b> No <b>Complete Agreement Required?</b> No <b>Position Allocation Change?</b> No		

**RECOMMENDATION:**

Adopt a Resolution authorizing changes to the Position Control List, reclassifying the position of Administrative Assistant II within the Environmental Management Agency to Department Analyst effective July 6, 2019.

**DISCUSSION/SUMMARY:**

At the request of the Environmental Management Agency Administrator the Human Resources Department conducted an extensive desk audit to determine the appropriate classification for the Administrative Assistant II. The duties of the position had substantially changed due to turnover in management and the need for the skills of this position to be shared with other divisions within the Environmental Management Agency.

The Human Resources Department has concluded that the appropriate classification for this employee is Department Analyst. We are therefore asking for the position to be reclassified from Administrative Assistant II to Department Analyst.

**FINANCING:**

The impact to org key 10100570 would be \$4,383 annually and has been included in the FY 2019/20 Recommended Budget.

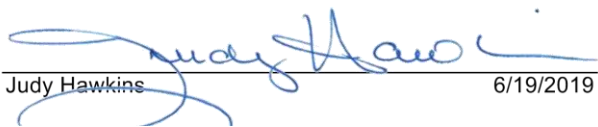
**ALTERNATIVES:**

The Board could elect not to approve the reclassification of the position. This alternative is not recommended as the duties have changed for the individual in the current position and it would create a hardship for the Department Head to not be able to use the employee across the agency.

**OTHER AGENCY INVOLVEMENT:**

Environmental Management Agency, 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

County Administrative Officer

6/21/2019

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

Resolution  
No. (ID # 4645)

**AUTHORIZE CHANGES TO THE POSITION CONTROL  
LIST FOR THE ENVIRONMENTAL MANAGEMENT AGENCY  
FOR FY 2019/20 EFFECTIVE JULY 6, 2019**

**WHEREAS**, the Board of Supervisors, County of Calaveras, has approved a reclassification as outlined below, within the Environmental Management Agency effective July 6, 2019.

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

**RECLASSIFICATION/RESTRUCTURE FROM:**

Department	POS #	Position Title	Range	FTE	Unit	Salary
EMA EH	57-04	Administrative Assistant I/II	516/526	1.0	5S	(I)\$22.31-\$27.12 (II)\$27.01-\$32.85

**RECLASSIFICATION/RESTRUCTURE TO:**

Department	POS #	Position Title	Range	FTE	Unit	Salary
EMA EH	57-04	Department Analyst	529	1.00	5S	\$28.39-\$34.52

\_\_\_\_\_  
Chair

**ATTEST**

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

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Deputy Clerk