



County of El Dorado
Human Resources Department
Tameka Usher, Director of Human Resources

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Date: April 30, 2018
To: Jere Copeland, Executive Director of EDCEA Local 1
From: Tameka Usher, Director of Human Resources
Subject: Classification Study Implementation

As requested by the Local 1/AFSCME representative during the April 24th Board of Supervisor's meeting, this memo serves as the County's written response to the County-wide classification study.

By way of background, in June 2016, the County engaged Koff & Associates to design, conduct, and assist in recommending an implementation approach of a classification and compensation study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis; and ensuring class specifications reflect current programs, responsibilities, and technology.

As a reminder, in September 2017, the Human Resources Director requested and received Board approval to implement, in phases, the County-Wide classification study. The commitment was to re-engage all stakeholders on a department-by-department basis prior to implementation. To date, employees in the following departments (which include Local 1 classifications) have been contacted to solicit feedback regarding the classification study recommendations (job description revisions, allocation recommendations, and/or FLSA recommendations).

Phase I and II Departments:

1. AQMD
 - a. Review and analysis in progress. Human Resources is scheduled to meet with Local 1 on April 30th to discuss recommendations.
2. AG
 - a. Review and analysis in progress. Human Resources is scheduled to meet with Local 1 on April 30th to discuss recommendations.
3. BOS
 - a. Classification implementation completed and approved by the BOS on March 20, 2018.
4. CAO
 - a. Classification implementation (for the Administration and Economic Development divisions) completed and approved by the BOS on March 20, 2018. The remaining divisions are still in progress.

Vision

As an employer of choice, maximize individual and organizational success through strategic partnerships and collaboration by implementing and supporting programs, processes, and services that add value to both the County of El Dorado employees and the community.

5. Recorder-Clerk
 - a. Classification implementation completed and approved by the BOS on March 20, 2018.
6. Elections
 - a. Classification implementation completed and approved by the BOS on March 20, 2018.
7. Veterans
 - a. Classification implementation completed and approved by the BOS on March 20, 2018.
8. County Counsel
 - a. Classification implementation completed and scheduled for BOS consideration on May 15, 2018.
9. District Attorney
 - a. Review and analysis in progress.
10. Public Defender
 - a. Classification implementation completed and is tentatively scheduled for BOS consideration on May 8, 15, and 22, 2018.
11. IT
 - a. Per agreement with Local 1, employees are being asked to complete a position description questionnaire.
12. Planning and Building
 - a. Review and analysis in progress.
13. Environmental Management
 - a. Local 1 classifications are completed and is tentatively scheduled for BOS consideration on May 22, 2018.
14. Surveyor
 - a. Review and analysis in progress.
15. CDS
 - a. Review and analysis in progress.

Prior to implementation of the classification study, it is important to ensure that all stakeholders have an opportunity to be heard regarding any questions and concerns surrounding the proposed classification recommendations and job descriptions. With that said, on April 30th, the HR Department will engage the remaining County departments listed below. Employees within these departments will be given two weeks (with a deadline of May 14th) to provide questions or concerns specific to the classification study. As done in previous phases, Local 1 will receive a spreadsheet and all employee feedback collected.

- Transportation
- Sheriff
- Assessor
- Auditor-Controller
- Treasurer Tax-Collector
- Probation
- Health and Human Services
- Human Resources

The County is committed to working collaboratively with all stakeholders to ensure the classification goals identified above are achieved. Thank you for working collaboratively with myself and

representatives from the HR Department to discuss employees and union concerns and keep the classification implementation moving.