



County of Santa Cruz

0105

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

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DANIA TORRES WONG, DIRECTOR

September 20, 1999

Agenda: September 28, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz CA 95060

ADOPT RESOLUTION TO IMPLEMENT VARIOUS CLASSIFICATION AND COMPENSATION ACTIONS

Dear Members of the Board:

During the 1999-2000 Budget process your Board approved an Assistant Director of information Services position and directed the Personnel Department to classify the position. The classification study is completed and recommends the establishment of a new classification titled Assistant Director of Information Services and placed at salary band 9A (\$5,183 - \$6,945).

The Personnel Department also conducted a classification review of the management structure in the Environmental Health Division of the Health Services Agency. The study recommends the establishment of a new classification titled Principal Environmental Health Coordinator and placed at Range D7 (\$4,170 - \$5,559). This position is responsible for the Wastewater Management and Water Quality section in Environmental Health and reports directly to the Director of Environmental Health. Additionally, a salary study was conducted for the vacant position of Emergency Medical Services Manager and the study recommends that the position be moved from Range MN (\$3,569 - \$4,761) to Range B1 (\$3,954 - \$5,271) to accurately reflect the complexity of the duties.

Lastly, your Board authorized L. B. Hayhurst and Associates to conduct a County-wide maintenance classification study of various Administrative and Fiscal positions. Forty-nine positions County-wide were studied to determine whether the current class specifications and allocations were correct. The classification study recommends the following actions:

- A. Change the titles of Director of Administrative Services - HSA, Director of Administrative Services - HRA and Chief of Administrative Services and create a new title of Director of Administrative Services;
- B. Change the title Associate Human Resources Analyst to the existing Departmental Administrative Analyst and delete the Associate Human Resources Analyst title;
- C. Change the titles of Fiscal Officer - HRA, Fiscal Officer - Planning to Department Fiscal Officer;

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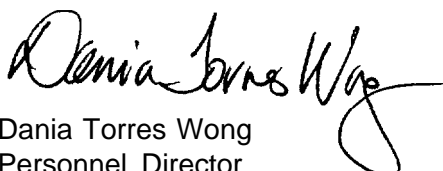
- D. Change the title of Senior Human Resources Analyst to Senior Departmental Administrative Analyst, and
- E. Change the title of Administrative Services Officer III to a new classification and title of Administrative Services Manager and place it at the existing Administrative Services Officer III Range B1.

The affected departments and employee organization are in agreement with the actions described.

It is therefore RECOMMENDED that your Board:

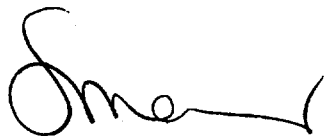
- 1. Adopt the attached amendment to Resolution No. 279-75 to establish, retitle and abolish classes as described above effective October 2, 1999.
- 2. Designate the new class of Principal Environmental Health Coordinator and Administrative Services Manager to Middle Management and Assistant Information Services Director to Executive Management.

Very truly yours,



Dania Torres Wong
Personnel Director

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

DTW:dtw:pb

Attachments

cc: Auditor-Controller, Auditor-Payroll, all County Departments, Mid Management Association, Personnel (2)

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0107

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75
BY ADDING AND DELETING CERTAIN CLASSES
(Amendment No.)

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Personnel Director has recommended that classes be established, retitled and deleted; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said changes.

BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective October 2, 1999 at 12:01 a.m., by deleting the following classes:

<u>Class</u>	<u>Range</u>
Director of Administrative Services HSA	9A
Director of Administrative Services HRA	9A
Chief of Administrative Services	9A
Associate Human Resources Analyst	PM
Senior Human Resources Analyst	LL
Fiscal Officer - HRA	T9
Fiscal Officer Planning	T9
Administrative Services Officer III	B1
Emergency Medical Services Manager	MN

and by adding the following classes:

<u>Class</u>	<u>Range</u>
Director of Administrative Services	9A
Departmental Fiscal Officer	T9
Administrative Services Manager	B1
Assistant Director of Information Services	9A
Principal Environmental Health Coordinator	D7
Emergency Medical Services Manager	B1

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 28th day of September, 1999, by the following vote:

AYES:
NOES:
ABSENT:

0108

Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:



Assistant County Counsel

cc: Auditor-Controller, Auditor-Payroll, all County Departments, Mid Management Association,
Personnel (2)