

In an effort to broaden the Departmental Analyst series, the Human Resources Agency agreed to retitle their department specific titles to the generic title of Departmental Administrative Analyst since the salary ranges were the same. When this action was approved, it placed the recruitment and examination responsibility back to Central Personnel. Additionally, after three recruitment attempts it appears that the applicant pool is not meeting the needs of the department. Also, it should be noted that the Human Resources Agency has a decentralized staff that handles their own department specific recruitments.

Given the current recruitment workload in the Central Personnel Department, the fact that HRA is a decentralized agency with recruitment staff and that current recruitments have not yielded successful applicant pool, staff recommends that your Board reinstitute the classes of Assistant, Associate and Senior HRA Analyst at their current salary.

The HRA and Middle Management Association are in agreement with these recommendations. There is no change to the salary, it is a title change only, consequently there is no fiscal impact.

General Services Department (GSD)

The Automotive Services Supervisor after 11 years was promoted in another department. The position is responsible for managing the county's fleet of automobiles and light trucks, including procurement, retention, and disposal of fleet vehicles. The GSD requested that this single-position classification be studied and updated as it appeared to be out of alignment with similar positions within the County.

The study recommends deleting the existing vacant single-position classification of Automotive Services Supervisor and creating a new classification titled Fleet Services Manager and assign it to Middle Management. The recommended salary is \$20.67 - \$27.57 per hour which is the same as the Assistant Public Works Superintendent who performs a similar task for the Public Work's fleet of heavy trucks and equipment.

The GSD and Middle-Management Association are in agreement with this recommendation and it is accommodated within the departments existing budget.

It is RECOMMENDED that your Board:

1. Adopt the attached amendment to Resolution No. 279-75 to establish the class of Workforce Investment Board Director at the new salary range No. JS (\$25.82 - \$34.48 per hour), effective 12:01 a.m. on November 11, 2000;
2. Designate the new class of Workforce Investment Board Director to the Middle Management Bargaining Unit;
3. Adopt the attached amendment to Resolution No. 279-75 to re-establish the classes of Assistant, Associate, and Senior Human Resources Analyst at the existing salary ranges of No. M8 (\$16.76 - \$22.31 per hour), No. PM (\$19.72 - \$26.28 per hour), and

No. LL (\$21.63 - \$28.85 per hour) respectively, effective 12.01 a.m. on November 11, 2000;


4. Designate the re-established Assistant, Associate, and Senior Human Resources Analyst to the Middle Management Bargaining Unit;
5. Adopt the attached amendment to Resolution No. 279-75 to delete the classification of Automotive Services Supervisor and add the classification of Fleet Services Manager at the new salary range No. DI (\$20.67 - \$27.57 per hour) effective 12:01 a.m. on November 11, 2000; and
6. Designate the new class of Fleet Services Manager to the Middle Management Bargaining Unit.

Very truly yours,


Dania Torres Wong
Personnel Director

DTW:GLD:pc

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

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

0074

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 A CLASS
(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; 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 November 11, 2000, at 12:01 a.m., by adding the following classes:

<u>Class</u>	<u>Range</u>	<u>Pay Rate</u>
Workforce Investment Board Director	JS	\$25.82 - \$34.48 per hour
Assistant Human Resources Analyst	M8	\$16.76 - \$22.31 per hour
Associate Human Resources Analyst	PM	\$19.72 - \$26.28 per hour
Senior Human Resources Analyst	LL	\$21.63 - \$28.85 per hour
Fleet Services Manager	DI	\$20.67 - \$27.57 per hour

and deleting the following class:

<u>Class</u>	<u>Range</u>	<u>Pay Rate</u>
Automotive Services Supervisor	V9	\$18.30 - \$24.39 per hour

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 7th day of November, 2000, by the following vote:

AYES:
NOES:
ABSENT:

Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:

Assistant County Counsel

17 Distribution: Human Resources Agency, General Services Department
Auditor/Controller, Middle Management Association,
Personnel Department



County of Santa Cruz

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 950604073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

DANIA TORRES WONG, DIRECTOR

October 26, 2000

Agenda: November 7, 2000

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

ADOPT RESOLUTION TO IMPLEMENT CLASSIFICATION AND SALARY ACTIONS
IN THE HUMAN RESOURCES AGENCY AND
GENERAL SERVICES DEPARTMENT
AS RECOMMENDED BY THE PERSONNEL DIRECTOR

Dear Members of the Board:

This letter, with its accompanying resolution, recommends establishing a new classification and salary for the new position in the Human Resources Agency responsible for staffing the county's Workforce Investment Board (WIB). Additionally this letter recommends reestablishing the Assistant, Associate and Senior Human Resources Analyst Series, deleting the vacant position of Automotive Services Supervisor in General Services and replacing it with a new classification titled Fleet Services Manager.

Human Resources Agency (HRA)

During Budget Hearings, your Board approved the HRA's budget which included a position to assist and support the county's Workforce Investment Board.

As your Board is aware, there is now a statutory separation between the Workforce Investment Board (WIB) and the One-Stop Career Center staffing. The WIB is now within HRA Administration with the position reporting directly to the HRA Administrator. As stated in the budget, the position, "...will staff both the WIB and its associated subcommittees responsible for the oversight of the Workforce Investment Act (WIA). In addition, this position, in conjunction with analyst support, will oversee the development and administration of all WIA funded contracts."

The classification study is now complete and recommends the establishment of a new classification titled Workforce Investment Board Director. The study further recommends placement of the new classification at the pay range of \$25.82 - \$34.48 per hour, which is consistent with the staff currently covering this assignment on an interim basis, and designate the position as Middle Management.