

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA # *B-3

Urgent _____ Routine X

AGENDA DATE March 20, 2001

CEO Concurs with Recommendation YES opt NO _____
(Information Attached)

4/5 Vote Required YES _____ NO X

SUBJECT: APPROVAL TO AMEND THE SALARY AND POSITION ALLOCATION
RESOLUTION TO RECLASSIFY ONE VACANT STAFF SERVICES ANALYST
POSITION TO A STAFF SERVICES COORDINATOR POSITION IN THE
LOCAL TRANSIT SYSTEM DIVISION OF THE PUBLIC WORKS
DEPARTMENT.

STAFF
RECOMMEN-
DATIONS:

AMEND THE SALARY AND POSITION ALLOCATION RESOLUTION TO
RECLASSIFY ONE VACANT STAFF SERVICES ANALYST POSITION TO A
STAFF SERVICES COORDINATOR POSITION IN THE LOCAL TRANSIT
SYSTEM DIVISION OF THE PUBLIC WORKS DEPARTMENT.

FISCAL
IMPACT:

The fiscal impact of this recommendation will be an increase of approximately
\$7,200 to the base budget which will be absorbed in the Public Works Department,
Transit Division budget.

BOARD ACTION

No. 2001-198

On motion of Supervisor Caruso, Seconded by Supervisor Blom,
and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: Simon

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

Motion:



File No.

APPROVAL TO AMEND THE SALARY AND POSITION ALLOCATION RESOLUTION TO RECLASSIFY ONE VACANT STAFF SERVICES ANALYST POSITION TO A STAFF SERVICES COORDINATOR POSITION IN THE PUBLIC WORKS DEPARTMENT.

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DISCUSSION: Throughout the year, County departments submit requests to study positions and/or classifications to ensure that the work being performed still fits within the classification description. Past practice has been to bring all classification matters before the Board with the Mid Year and Final Budget reports. The Public Works Department requested this office review the position of Staff Services Analyst for possible reclassification to a Staff Services Coordinator position in late Summer, 2000. A study was undertaken and it was recommended to reclassify this, now vacant, position to Staff Services Coordinator. Due to an oversight, this particular recommendation to reclassify the vacant Staff Services Analyst position was not brought to the Board with the Mid Year Financial Review on March 13, 2001.

Classification changes are developed through an evaluation process that includes a review of the position description questionnaire to determine the exact work being done, including skills and knowledge required to perform the work. This is then compared to other positions engaged in the same or similar work. As appropriate, internal and external salary surveys are conducted. Meetings are also held with employees, supervisors and department heads to discuss the information and findings. Finally, existing job descriptions are updated to coincide with the duties, knowledge and skills required.

The results of the study of the Staff Services Analyst position in the Public Works Department recommended that this position be reclassified to a Staff Services Coordinator to more appropriately align the position with the level of work required.

**POLICY
ISSUE:**

The Board of Supervisors maintains the county classification plan and approves all changes to the Salary and Position Allocation Resolution. This recommendation fits within the Board's priority of promoting efficient government operations.

**STAFFING
IMPACT:**

There is no staffing impact associated with this recommendation, as the current position is vacant.