



**COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 4/23/2019	(3) CONTACT/PHONE Tami Douglas-Schatz, Human Resources Director 805-781-5959	
(4) SUBJECT Submittal of a resolution to 1) establish the salary range and bargaining unit for a new classification of Deputy Clerk of the Board – Confidential; and 2) establish the salary range and bargaining unit for a new classification of Business Systems Analyst I/II/III. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt a resolution to 1) establish the salary range and bargaining unit for a new classification of Deputy Clerk of the Board – Confidential; and 2) establish the salary range and bargaining unit for a new classification of Business Systems Analyst I/II/III.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Zachary A. Lute			
(18) SUPERVISOR DISTRICT(S) All Districts			



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz, Human Resources Director
805-781-5959

DATE: 4/23/2019

SUBJECT: Submittal of a resolution to 1) establish the salary range and bargaining unit for a new classification of Deputy Clerk of the Board – Confidential; and 2) establish the salary range and bargaining unit for a new classification of Business Systems Analyst I/II/III. All Districts.

RECOMMENDATION

It is recommended that the Board adopt a resolution to 1) establish the salary range and bargaining unit for a new classification of Deputy Clerk of the Board – Confidential; and 2) establish the salary range and bargaining unit for a new classification of Business Systems Analyst I/II/III.

DISCUSSION

Deputy Clerk of the Board - Confidential:

The County's Clerk of the Board clerical functions are currently performed by two Clerk-Recorder Assistant IV positions. The incumbents work under the direction of the elected County Clerk-Recorder who currently serves as the County's Clerk of the Board. These positions support the Board of Supervisors (BOS), Assessment Appeals Board, and other applicable boards or commissions.

While the Clerk-Recorder's Office currently provides the primary clerical duties related to the BOS' agenda, the County Administrative Officer (CAO) is responsible for setting the agenda and ensuring detailed analysis of agenda items is completed, where appropriate. Because the CAO position works more closely with the BOS and is more familiar and involved with its agenda and agenda items, the Clerk of the Board function is transferring from the Clerk-Recorder to the CAO. Since the CAO has final authority, working with the Chair of the BOS, over the agenda's contents and scheduling of agenda items, the movement of the previously noted Clerk of the Board functions to the Administrative Office is expected to create efficiencies in the overall processing of the BOS' agenda.

Along with the movement of the Clerk of the Board role, the clerical functions of the Clerk of the Board are moving to the Administrative Office. Clerical functions include but are not limited to: receiving and responding to inquiries and requests submitted to the BOS; preparing and distributing meeting agendas, agenda addendums, minutes, and

accompanying material; coordinating of the appeal process for road improvement fees; planning and coordinating the bid opening and review processes; performing and documenting research for boards, commissions, County Counsel, other County staff, and the public; coordinating and administering posting, noticing, and recording of board and commission vacancies and Statement of Economic Interest (Form 700) filings; and other duties as assigned.

The transfer of the Clerk of the Board duties to the Administrative Office created the need for a new specification since these duties are currently assigned to the Clerk-Recorder Assistant classification which also includes duties that are unique to the office of the Clerk-Recorder.

Incumbents in the new position will have access to information relating to the County's administration of employer-employee relations. As such, they meet the definition of a Confidential Employee as defined in the Employee Relations Policy (Article I, Section 2, (C)) and therefore must be in a classification designated as Confidential.

The new Deputy Clerk of the Board - Confidential classification and specification, approved by the Civil Service Commission on March 27, 2019, accurately describes the duties and employment standards of the County's Clerk of the Board primary administrative position.

Business Systems Analyst I/II/III:

The County has undergone many changes in recent years in providing Information Technology (IT) solutions to employees and the public. The County recently completed a comprehensive review of its technology related job classifications which involved 148 positions, covering 40 job classifications and involved nearly every County department. In November 2018, the Civil Service Commission approved three new IT job classes which addressed the need for entry-level and paraprofessional level work. Another finding of the IT study was the need for a Business Systems Analyst (BSA) job class.

The BSA job class describes positions involved in the design and modification of business and IT systems. This class is typically assigned to the largest or most complex departments. Incumbents work with stakeholders and subject matter experts to identify opportunities for improvement in business operations and processes. BSA's gather, analyze, implement, and document systems to reduce redundancy and create efficiencies in operations. BSA's may coordinate with IT Project Managers and will utilize the specific technology skills of Software Engineers, Network Engineers, Systems Administrators and related IT job classes to implement their solutions.

OTHER AGENCY INVOLVEMENT/IMPACT

Deputy Clerk of the Board - Confidential:

The County Administrative Office was involved in the creation of the new classification and specification which was approved by the Civil Service Commission on March 27, 2019.

Business Systems Analyst I/II/III:

An external HR consulting firm (Cooperative Personnel Services ("CPS")), the Administrative Office, the Information Technology Department, and numerous County departments were involved in the development of this new job class which was approved by the Civil Service Commission on February 27, 2019.

FINANCIAL CONSIDERATIONS

There will not be immediate financial impacts associated with the new classifications since there are no incumbents or positions allocated. Position allocation adjustments and any associated financial impacts will be addressed when budget or position allocation list adjustment requests are submitted to the Board of Supervisors.

The proposed pay range and bargaining unit of the Deputy Clerk of the Board – Confidential classification is as follows:

Job Class	Class Title	Range	Salary	BU
300227	Deputy Clerk of the Board – Confidential	2667	\$4,622 - \$5,617	11

The proposed pay range and bargaining unit of the Business Systems Analyst I/II/III classification is as follows:

Job Class	Class Title	Range	Salary	BU
300228	Business Systems Analyst I	2960	\$5,130 - \$6,234	07
300229	Business Systems Analyst II	3578	\$6,201 - \$7,538	07
300230	Business Systems Analyst III	3976	\$6,891 - \$8,377	07

The proposed salary ranges were established based on the review and analysis of surveyed pay rates for comparable jobs at external employers and alignments with County classifications.

RESULTS

Deputy Clerk of the Board - Confidential:

The movement of the Clerk of the Board functions to the Administrative Office is expected to create efficiencies in the overall processing of the Board of Supervisors' agenda.

Business Systems Analyst I/II/III:

This classification will assist the County in responding to the need for business process experts to identify opportunities which improve operational activities by applying systems and IT solutions. This new job class provides multiple paths for professional career growth.

Furthermore, the accurate documentation of the duties and employment standards in new Deputy Clerk of the Board - Confidential and Business Systems Analyst I/II/III class specifications will enable effective recruitment, selection, compensation management, performance management, and succession planning. Establishing the salary range and bargaining unit is essential to the creation of these classification. This action is consistent with the County's goal of promoting well-governed communities.

ATTACHMENTS

- 1 Attachment 1 - Resolution
- 2 Attachment 2 - Deputy Clerk of the Board - Confidential Specification
- 3 Attachment 3 - Business Systems Analyst Specification