RESOLUTION - ACTION REQUESTED 2014-264

MEETING: June 10, 2014

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Approve Reclassification, Amend Class Specification, & Approve Budget Action Form Ag. Stds Prog Tech

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the class specification of Agricultural and Standards Program Technician to provide for a flex class of Agricultural and Standards Program Technician I/II; apply the current annual salary range of $34,317.92 - $41,712.32 for the Agricultural and Standards Program Technician classification to the Agricultural and Standards Program Technician I and set the annual salary range for the Agricultural and Standards Program Technician II at $37,749.72 - $45,883.56; assign the flex class of Agricultural and Standards Program Technician I/II to the Service Employees International Local 521 (SEIU) bargaining unit; approve the reclassification of the incumbent Agricultural and Standards Program Technician to an Agricultural and Standards Program Technician II retroactive to January 1, 2014; and approve Budget Action transferring funding within the Agricultural Commissioner budget to accommodate the reclassification ($7,652).

Staff of the Human Resources Department conducted a desk audit on the Agricultural and Standards Program Technician position. During that audit, it became apparent that the incumbent was performing duties not included in the class specification of Agricultural and Standards Program Technician. It was discovered that the Agricultural and Standards Program Technician was performing tasks related to geographic information system (GIS) activities. This employee indicated that she has been performing these duties over the past year and has taken GIS training courses.

In order to address the requested need for a reclassification, it is recommended that the class specification of Agricultural and Standards Program Technician be modified to a flex classification of Agricultural and Standards Program Technician I/II to allow the Agricultural and Standards Program Technician the ability to perform the added GIS functions. The reclassification of this position will allow for expansion of the invasive noxious weed mapping program in the County, including the ability to generate invasive noxious weed maps as well as maps for the Agricultural Commissioner Department's exotic pest detection program. These activities better enable the department to serve the public and fulfill its mandates to preserve and protect agriculture and the environment.

The recommended reclassification is an increase of 10% and will place the incumbent
at the top salary step. The reason for the recommendation of placing the incumbent at the top step of the Agricultural and Standards Program Technician II salary range is that it is the County’s past practice, when an employee is being reclassified, to place the employee at the step that is at least 5% above their current pay, or at the top step if the 5% increase is not attainable. The incumbent does not attain a minimum of a 5% increase at any step other than the top step of the salary range.

There are sufficient funds in the Department’s budget to accommodate the request and there is no impact on the General Fund at this time. Salary savings from a vacant position in the Agricultural Commissioner budget are being used to offset the additional cost of the reclassification for this fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time the Board of Supervisors approves reclassification requests and revised class specifications as warranted.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in the incumbent Agricultural and Standards Program Technician no longer performing GIS and mapping duties. This would decrease the efficiency of the operations of the Agricultural Commissioner Department.

FINANCIAL IMPACT:
Salary savings from a vacant position in the Agricultural Commissioner budget are being used to offset the additional cost of the reclassification request.

ATTACHMENTS:
Ag and Standards Program Tech I-II -draft (DOC)
Ag Std Prog Tech Budget Action Form (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Mary Hodson
Deputy CAO 6/4/2014

RESULT: ADOPTED [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Janet Bibby, District III Supervisor
AYES: Merlin Jones, Janet Bibby, Kevin Cann, John Carrier
EXCUSED: Lee Stetson
# BUDGET ACTION FORM

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**TOTALS**: 7,652  7,652

## TRANSFER BETWEEN FUNDS

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**ACTION REQUESTED:** (Check all that apply)

() Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit:

TRANSFER FUNDS FROM SR AG/STANDARDS INSPECTOR ACCOUNT TO NEW AG/STND PROGRAM TECH II ACCOUNT TO ACCOMMODATE THE CHANGE IN ALLOCATED POSITIONS WITHIN THE DEPARTMENT AT THE RECLASSIFIED LEVEL.

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**DEPT HEAD SIGNATURE**  

**DATE** 5/29/2014

**APPROVED BY RES NO.** 14-264  

**CLERK**  

**DATE** 6-10-14

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**DEPARTMENT**  

Agricultural Commissioner

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 07/2000