

It is recommended that the Board of Supervisors:

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 to create the classifications of Agricultural Assistant I, Agricultural Assistant II, and Lab Research Associate with salary ranges as indicated in the attached Resolution;
- b. Consolidate the classifications of Agricultural Aide, Agricultural Inspector Aide, Produce Inspector III, and Farm Advisor Assistant I/II into the newly created Agricultural Assistant I/II;
- c. Amend the Agricultural Commissioner's Office Budget 2810 Unit 8001-Agriculture; Budget Unit 8002-Produce; and UC Cooperative Extension Budget 6210, Unit 8022-Reimbursed Projects to approve reallocations and reclassifications as indicated by position numbers in the attached Resolution;
- d. Add the Agricultural Assistant I and II to the Human Resources Designated Flexible Staffing Class Series List;
- e. Direct the County Administrative Office to incorporate the approved position changes in the FY 2015-16 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system; and
- f. Abolish the classes of Agricultural Aide, Senior Agricultural Aide, Agricultural Inspector Aide, Farm Advisor Assistant I/II/III, and Produce Inspector III.

SUMMARY/DISCUSSION:

The Agricultural Commissioner's Office retained CPS HR Consulting to conduct a consolidation classification study of the Agricultural Aide, Agricultural Inspector Aide, Produce Inspector I/II/III, and Farm Advisor Assistant I/II/III classifications within the Agricultural Commissioner's Office and U.C. Cooperative Extension. The goal of the classification study was to review the classifications and identify streamlining opportunities by identifying potential consolidation of positions that would be useful for both departments, as well as simplifying and being more efficient in our recruitment efforts. The classification study reviewed the classifications and recommended the consolidation of the classifications of Agricultural Aide, Agricultural Inspector Aide, Produce Inspector I/II, and Farm Advisor Assistant I/II/III. The study recommended that these classifications be consolidated and replaced with the classifications of Agricultural Assistant I, Agricultural Assistant II and Laboratory Research Associate. As the Produce Inspector III classification has not been utilized in some time, it was not studied, and as the department currently has allocations at this time they will be reallocated.

The current salary of Agricultural Aide was used as a benchmark to conduct a compensation survey of the County's comparable agencies. The compensation survey identified that the Produce Inspector I and II classifications were paid significantly higher than the market. It is therefore recommended that the salary of the Agricultural Assistant II be set consistent with the Agricultural Aide salary and the Agricultural Assistant I range be set at the current Agricultural Inspector Aide salary range. According to the Definitions section of the Personnel Policies and Practices Resolution (PPPR), the consolidation of classes has a neutral effect on employees. By setting the salary ranges for Agricultural Assistant I/II at established salary ranges of Agricultural Aide and Agricultural Inspector Aide, there is no impact on the salary of incumbent employees. In order to minimize impact to the current Produce Inspector I/II incumbents, one (1) Produce Inspector I and three (3) Produce Inspector II incumbents would remain in their current positions, and these positions would be consolidated through attrition. It is recommended that the new classification series of Agricultural Assistant I/II be flexibly staffed.

The new classification of Laboratory Research Associate classification is to be utilized by the U.C. Cooperative Extension and it will replace the Farm Advisor Assistant III classification. As there were no comparable classifications within the County's comparable agencies or internally, the salary recommendation for Laboratory Research Associate is to set the salary 10% above the current salary of Farm Advisor Assistant III.

The recommendation is based on a higher level of complexity required, relative to other job classifications within the group, such as the Agricultural Extension Technician.

OTHER AGENCY INVOLVEMENT:

The U.C. Cooperative Extension and Human Resources Department have reviewed and approved the classification study.

FINANCING:

This action will have no fiscal impact on the County General Fund. Most of the work done by these classifications is funded through industry or state contracts.

Prepared by:

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Approved by:

Eric Lauritzen, Agricultural Commissioner, 759-7325

Attachments:
Resolution