



Board Report

File #: 19-0926, **Version:** 1

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to create the classification and associated salary range of Legal Secretary III, as indicated in Attachment A; and
- b. Approve to reallocate 5.0 FTE Legal Secretary Confidential and 2.0 FTE Senior Legal Secretary Confidential positions to 7.0 FTE Legal Secretary III positions in the office of County Counsel Unit 1210-8057-001-COU005, as indicated in Attachment A; and
- c. Approve to reclassify 6.0 FTE Legal Secretary Confidential to 6.0 FTE Legal Secretary III classifications in the office of County Counsel Unit 1210-8057-001-COU005, effective December 21, 2019; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A & B to create the classification and associated salary range of Legal Secretary III, as indicated in Attachment A; and
- b. Approve to reallocate 5.0 FTE Legal Secretary Confidential and 2.0 FTE Senior Legal Secretary Confidential positions to 7.0 FTE Legal Secretary III positions in the office of County Counsel Unit 1210-8057-001-COU005, as indicated in Attachment A; and
- c. Approve to reclassify 6.0 FTE Legal Secretary Confidential to 6.0 FTE Legal Secretary III classifications in the office of County Counsel Unit 1210-8057-001-COU005, effective December 21, 2019; and
- d. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2019-20 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The County Counsel's office requested a classification and compensation study for the Legal Secretary-Confidential and Senior Legal Secretary-Confidential classifications within their department. The Human Resources Department (HRD) contracted an independent firm, Koff and Associates, to conduct the independent studies.

Koff and Associates provided HRD with a thorough and comprehensive report outlining the recommendations. It was determined that the incumbents perform support duties that require a deep knowledge of civil legal and court processes and rules which have a significant variance from one court to another and independently prepare and format a variety of legal documents in accordance with varying procedural requirements. The nature of the work is such that little or no previously developed content exists for the documentation prepared by incumbents. The work required is beyond a journey-level classification. As such, it is recommended that a new classification of Legal Secretary III be created to reflect the roles, responsibilities and duties of the position.

In addition, Koff and Associates completed a wage study with our comparable agencies and recommends that

the new salary range for the Legal Secretary III be set at \$4286 - \$5854/ monthly, based on the labor market findings.

For these reasons, it is recommended your Board approve these actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and the Office of County Counsel concur with the recommendations. SEIU Local 521 has also been apprised of the classification study recommendations

FINANCING:

The current fiscal year impact of this action is approximately \$36,612, which can be absorbed in the department's current budget. Future fiscal impacts (approximately \$73,225 per year) will be addressed in the annual budget process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

☐Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☒Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☐Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Margarita Arista, Senior Personnel Analyst, 755-5372

Approved by: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachments:

Attachment A is on file with the Clerk of the Board

Resolution is on file with the Clerk of the Board