

**PERSONNEL AND COMPENSATION COMMITTEE
AGENDA
MONDAY, DECEMBER 10, 2018
3:30 P.M.**

COMMITTEE MEMBERS: John S. Vero, Chairman

Leigh J. Benton, Paul Ruskiewicz, Rob Sassi, Thomas J. Faggione, Laurie R. Tautel, Joel Sierra, Kathy Stegenga

I. CHARLES F. MITCHELL, COMMISSIONER, CONSUMER AFFAIRS

**Request to reclassify Associate Clerk (#28548), Grade 8 to Secretary and
Administrative Assistant II (#28548), Grade 9 (LR#259)**

II. INAUDY ESPOSITO, EXECUTIVE DIRECTOR, HUMAN RIGHTS COMMISSION

DISCUSSION: Human Rights Commission



Jean

County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)

2018 * 259

(County Executive Dept.'s Use Only)

DATE:* 11/29/2018	DATE LEGISLATIVE ACTION REQUIRED: * JANUARY 2019	DEPARTMENT/DIVISION: Consumer Affairs And Weights & Measures	I.
SYNOPSIS: * Human Resources has reviewed the position classification questionnaire of one Associate Clerk, Grade 08, (#28548). A desk audit was conducted with the employee and additional information was obtained from Commissioner Mithell. After a review of this information, it is determined that a material change in classification has occurred which warrants a reclassification of the position. This is the sole clerical position within the department and the incumbent is responsible for performing secretarial and administrative tasks and provides support to the Commissioner and other staff with activities and projects. The position functions as the Office Manager and assists with the operations of the department which includes assistance in developing, updating, and maintaining department policies as well as accounting and purchasing duties for the department. Based on the increased responsibilities and diversified level of work being performed, it is recommended that this position be reclassified to Secretary and Administrative Assistant II, Grade 09. The difference in salary between classifications is: Grade 08, 10-year longevity: \$25,141.3 to Grade 09, 10-year longevity: \$26,521.4 = \$1,380.1/hour (\$2,691.19 annually) The incumbent would be eligible for promotion under Section 52.7 of Civil Service Law.			
		INITIAL 	DATE 11-29-18

COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL	
COMMENTS	
INITIAL 	DATE 11/29/18

COUNTY ATTORNEY APPROVAL	
COMMENTS	
INITIAL 	DATE 11/30/18

HUMAN RESOURCES - DEPARTMENT REQUEST		
TITLE: *	GRADE: *	STEP: *
DEPARTMENT COMMENTS: *		
PERSONNEL DEPARTMENT COMMENT: Reclassify Associate Clerk (28548), Grade 08 to Secretary & Administrative Assistant II, (28548), Grade 09.		
INITIAL 	DATE 12/5/18	

BUDGET					
BUDGETED: *	AMOUNT *	FUNDING - STATE *	FUNDING - FEDERAL *	OTHER FUNDING: *	FUNDING - COUNTY: *
<input type="checkbox"/> YES <input type="checkbox"/> NO					\$ 0.00
BUDGET COMMENTS: Additional \$3,324 to be found in department's 2019 Budget.					
				INITIAL T for DS	DATE 12/6/18

COUNTY EXECUTIVE'S FINAL APPROVAL	
COMMENTS	
INITIAL 	DATE 12/06/18

LEGISLATIVE ACTION: (SYNOPSIS, VOTING AND COMMENTS)			
STAFF: *	NAME:	DATE:	TIME:
	Personnel + Compensation	12/10/18	3:30 PM
	Education + Economic Dev.	12/10/18	4:15 PM
SPECIAL: **	NAME:	DATE:	TIME:
	Rec'd	12/10/18	



**INTER-OFFICE MEMO
DEPARTMENT OF HUMAN RESOURCES**

TO: CHARLES MITCHELL, COMMISSIONER OF CONSUMER AFFAIRS
FROM: ALISON TYACK, DIRECTOR OF PERSONNEL MANAGEMENT
RE: DESK AUDIT FOR ASSOCIATE CLERK, #28548
DATE: NOVEMBER 29, 2018

This office has reviewed the position classification questionnaire of one Associate Clerk, Grade 08, (#28548). A desk audit was conducted with the employee and additional information was obtained from you. After a review of this information, it is determined that a material change in classification has occurred which warrants a reclassification of the position.

This is the sole clerical position within the department and the incumbent is responsible for performing secretarial and administrative tasks and provides support to the Commissioner and other staff with activities and projects. The position functions as the Office Manager and assists with the operations of the department which includes assistance in developing, updating, and maintaining department policies as well as accounting and purchasing duties for the department.

Based on the increased responsibilities and diversified level of work being performed, it is recommended that this position be reclassified to Secretary and Administrative Assistant II, Grade 09. The difference in salary between classifications is:

Grade 08, 10-year longevity: \$25.1413 to
Grade 09, 10-year longevity: \$26.5214 = \$1.3801/hour (\$2,691.19 annually)

The incumbent would be eligible for promotion under Section 52.7 of Civil Service Law.

If you concur and wish to pursue reclassification, you may submit a Legislative Request to the County Executive for consideration. Should you have any questions, please do not hesitate to contact me at 291-2557.

cc: Steven Gross, Commissioner of Human Resources