



100123 A

DATE: February 11, 2020

TO: Board of Supervisors

FROM: John P. Mills, Director, Employee Services Agency

SUBJECT: Reclassification - Administrative Assistant to Executive Assistant

RECOMMENDED ACTION

Adoption of Salary Ordinance No. NS-5.20.79 amending Santa Clara County Salary Ordinance No. NS-5.20 relating to compensation of employees deleting one Administrative Assistant position and adding one Executive Assistant I or Administrative Assistant position in the Roads Department.

- Introduce, waive reading, and preliminarily adopt on February 11, 2020.
- Adopt (Final) on February 25, 2020.

FISCAL IMPLICATIONS

The cost to implement the reclassification of an Administrative Assistant to an Executive Assistant I within the Roads and Airports Department for the remainder of FY 2019-20 is approximately \$3,000 and will be absorbed within Roads and Airports' existing appropriations. The annualized cost of this reclassification is approximately \$9,000.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The Executive Assistant I classification contains the appropriate tasks, employment standards, and compensation for the duties performed by the Administrative Assistant position under study.

CHILD IMPACT

The recommended action will have no/neutral impact on children.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

During the 2018/2019 Service Employees International Union (SEIU) Local 521 Reclassification Window, the incumbent requested to be reclassified to Executive Assistant I. The study was accepted. Employee Services Agency – Human Resources (ESA-HR) completed the study.

The incumbent under review reports to Ron Jackson, Deputy Director, Road Maintenance, who in turn reports to Harry Freitas, Director, Roads & Airports.

The duties of the Administrative Assistant (AA) under study are not accurately described by the current classification. The incumbent provides administrative support to the Deputy Director, which includes data analysis, project management, resolving issues with vendors and citizens, managing facility contracts and supplies, and coordinating staff training.

The definition of the Administrative Assistant classification is, *“Under supervision, to perform secretarial work of considerable difficulty and provide general office management for one or more managers.”* The distinguishing characteristics are, *“Positions allocated to this classification provide full-time secretarial support to an individual manager or small unit of managers and professional staff. This classification differs from others in the clerical series in that Administrative Assistants provide direct support of and act in a confidential role to a manager. Administrative Assistants are delegated specific routine administrative responsibilities and maintain a close working relationship with the manager supported. These positions may have significant internal and external contacts at all organizational levels and require the incumbent to use tact and discretion. There is regular access to sensitive and confidential material. Leading and coordinating the work of other office staff is often an integral part of this position.”*

After reviewing the Position Classification Questionnaire (PCQ) and desk audit information, it was determined that the Executive Assistant I classification is most appropriate. The definition of the Executive Assistant I classification is, *“Under supervision, to perform administrative and secretarial work of considerable difficulty and provide general office management for an Executive Manager or director of a large, complex agency or division with significant impact on the County organization.”* The Distinguishing Characteristics are, *“The Executive Assistant I is distinguished from the Administrative Assistant in that the*

Administrative Assistant provides secretarial support to managers of less complex departments, agencies, or divisions, with moderate impact on the County organization...”

Though some duties performed are similar to tasks performed by AA’s, the incumbent reports to a Deputy Director, which is an Executive level position. The duties performed are consistent with the duties required of an Executive Assistant I. The incumbent performs complex clerical and administrative tasks in support of the Deputy Director and the Road and Signal Operations Department, and is responsible for many tasks, including gathering information to complete administrative reports, resolving issues with vendors and citizens, project management, and assembling information that requires sound judgement and discretion, which are consistent with the Executive Assistant I classification. Therefore, it is appropriate to reclassify the incumbent to Executive Assistant I.

SEIU Local 521 concurs with the recommended action.

CONSEQUENCES OF NEGATIVE ACTION

The current classification of Administrative Assistant will not reflect the actual duties and responsibilities being performed.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to notify Jennifer Paredes-Fricano and Barbara Olivares of the Employee Services Agency of completed processing.

ATTACHMENTS:

- Classification Study Report - Administrative Assistant - Roads Department (PDF)
- NS-5.20.79 – RDA – Delete one Administrative Assistant and add one Executive Assistant I or Administrative Assistant (PDF)