



Item #09-1-6
Consent

SACOG Board of Directors

January 8, 2009

Approve Amendment to Classification Plan and Salary Schedule

Issue: Approval of an amendment to the Classification Plan and Salary Schedule.

Recommendation: The Strategic Planning Committee will meet on January 12th to discuss this item. A recommendation will be brought to the Board at this meeting.

Committee Action/Discussion: For the past year, the responsibilities of Rochelle Tilton, Clerk of the Board, have increased as a member of SACOG's Human Resources team. Among other things, she is supervising the new, half-time Human Resources Analyst and has assumed some of the responsibilities of recently retired Director Ken Hough, when he took leave to care for his ailing wife. We have been fortunate that Ms. Tilton has a Bachelors Degree with major course work in human resources and has been able to spend approximately 25% of her time on these duties without compromising her excellent performance as Clerk of the Board.

Under the Management Transition Plan, Ms. Tilton will take on this Human Resources responsibility permanently, and will continue reporting directly to the Executive Director (e.g.. there will not be a Director level person with this responsibility, representing a cost savings to SACOG). To recognize these changes we propose changing the title of her job in the classification plan from "Clerk of the Board" to "Clerk of the Board/Human Resources Specialist." Consistent with these increased responsibilities, it is also appropriate and necessary to increase the salary range of the position to Class Salary Range 33. This is the salary range for the Supervising Senior Planner: a position with a level of responsibility similar to the new permanent responsibilities to be assigned to this position. This modification also is appropriate, since Ms. Tilton has been at the upper end of her current classification salary range for two years.

Approved by:

Mike McKeever
Executive Director

MM:rt

Attachment

CLERK OF THE BOARD/HUMAN RESOURCES SPECIALIST

DEFINITION

To plan, organize, direct and manage the activities associated with the Clerk of the Board functions; to act as liaison between Board members and staff and public; to provide highly complex assistance to the Board of Directors, the Executive Director and SACOG management team; to act as official custodian of Board actions and filer of Fair Political Practices Commission forms.

To plan, manage, direct and review the activities and operations of the Human Resources Team including recruitment and selection, examination and testing, classification and compensation, benefit and retirement administration, worker's compensation and safety, development and training, as well as all other human resources related matters, under the direction of the Executive Director

DISTINGUISHING CHARACTERISTICS

The Clerk of the Board/Human Resources Specialist position is in a category of its own, distinguished from the other positions in the Administrative series by the responsibility for direct contact with elected officials and responsibility for all Clerk of the Board and human resources activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director and SACOG Board.

Exercises direct supervision over assigned clerical staff.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Clerk of the Board

- Coordinates the activities associated with the Board of Directors including preparing agendas in accordance with Brown Act requirements and coordinating agenda items with management and staff; schedules agenda presentations with local jurisdictions and outside agencies.
- Oversees the preparation of the agenda packets ensuring a high level of quality is maintained and procedures are followed.
- Provides assistance in developing Board of Directors budget and monitors spending.
- Attends all Board of Directors meetings; prepares the official minutes of meetings and ensures all Board actions are signed and processed as needed; attends committee meetings, management staff meetings and others as requested.
- Executes or communicates details of Board actions; acts as custodian of all documents and records pertinent to actions of the Board including resolutions and minutes.
- As official filer of the State Fair Political Practices Commission forms, ensures that statements of economic interest are filed by Board members and staff and that the procedures and guidelines set forth by the FPPC are followed.
- Provides a wide variety of highly responsible, sensitive, confidential and complex administrative support to the Board members, the Executive Director and management staff; researches and prepares technical and administrative reports.
- Coordinates travel arrangements and meeting schedules for Board members.
- Supervises, trains and evaluates Executive Director Secretary.

Human Resources Specialist

- Manage and direct the work of professional, technical and clerical human resources staff who perform recruitment and selection; benefits and retirement; development and training; workers' compensation and safety; classification and compensation; and other human resources related matters.
- Administer and manage employee benefit programs, including basic and voluntary insurance plans; monitor and ensure compliance in benefit programs; counsel employees regarding benefits.
- Research, interpret and stay current on local, state and federal legislation affecting public sector labor law; oversee and provide counsel and assistance regarding employee relations and organizational development matters, including performance evaluations, corrective actions, grievance and disciplinary investigations.
- Develop, administer and provide information concerning human resources policies and procedures and ensure compliance.
- Develop, implement and coordinate an employee development and training program.
- Represent human resources in interdepartmental and public meetings; serve on committees and task forces as assigned.
- Perform comprehensive analysis and provide management support by assisting departments on a variety of issues, help determine the most effective organizational structure and staffing patterns using current classifications or developing additional classifications as appropriate.
- Develop, prepare and administer the human resources budget; prepare cost estimates for budget recommendations; develop and submit justifications for staff, supplies, and equipment; monitor and control expenditures.
- Develop and implement goals and objectives for areas of assigned programs and team responsibilities.
- Manage workers' compensation program; serve as liaison between SACOG, injured worker and third party administrator; educate managers on policy and legal requirements; coordinate claim reviews and provide overall program management.
- Manage SACOG's employee relations programs and policies to ensure effective supervisory practices and to support a strong employer-employee relations framework; recommend new policies and develop procedures. Advise and collaborate with managers from all departments to utilize employee relations best practice strategies.
- Coordinate and manage equal employment opportunity issues through investigation, counseling, training and mediation; prepare legally defensible reports and analysis of investigative findings, including recommendations for action.
- Conduct research and analysis of complex technical issues; evaluate options and make recommendations for action; prepare reports and recommendations for SACOG staff and the Board of Directors.

MINIMUM QUALIFICATIONS

Knowledge of:

- FPPC guidelines and procedures; the Brown Act requirements; principles and practices of records management especially as related to public information and legal documents.
- Preparation of agendas, agenda items and minutes; and the format and legal requirements used in preparation of agendas and resolutions.
- Principles and practices of human resources management.
- Local, state and federal laws, rules and regulations related to human resources.

- Benefit programs, including CalPERS, basic and voluntary insurance plans and various retirement plans
- Disciplinary rules and procedures.
- Principles of supervision, training, and performance evaluation.
- Technical report writing procedures and techniques.
- Modern office equipment including computers, computer applications and software
- Responsibilities, functions and operating procedures of SACOG

Ability to:

- Organize and direct the activities associated with SACOG Board of Directors meetings.
- Establish and maintain effective working relationships with all elected officials, staff and general public.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex, extensive and confidential information and files.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Demonstrate political acumen by representing SACOG professionally at all times, dealing positively with controversial issues, facilitating participatory decision making to resolution, and gaining cooperation through discussion and persuasion; exercising initiative and independent, astute judgment in sensitive situations; and interviewing, investigating, problem solving and negotiating effectively.
- Answer procedural questions by researching, interpreting and explaining complex policies and regulations.
- Maintain internal and external customer relations by using tact and diplomacy in all interactions; establishing and maintaining positive and effective working relationships with co-workers and those contacted in the course of the work.
- Maintain integrity of work by taking responsibility and accountability for completion of work.
- Maintain attention to detail and effective problem solving by prioritizing work and coordinating several activities simultaneously despite interruptions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible clerical and administrative experience, including experience as secretary to a public board or commission and/or human resources experience; two years of which must have been in a supervisory capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business, general management, government or a related field.