

Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **April 5, 2015 thru August 3, 2015.**

Result of Audits

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1673	Office Spec Sr	CL8	Acctg & Fin Tech	CL11-(Util)
BCC/C3569	911 GEO Base Tech	CL9	911 Database Analyst	CL14-(SES)
BCC/C621	Admin Supt Spec	CL11	Planning Analyst	CL14-(PLNG)
BCC/C2347	911 MSAG Coord	CL12	911 MSAG Analyst	CL14-(SES)
BCC/C2933	Accountant 1	CL13	Accountant 2	CL15-(AIRPT)
BCC/C2474	Radio Comm Analyst	CL15	911 Radio Systems Admin	CL20-(SES)
BCC/C3539	Planner	CL16	Prog Planner	CL19-(PLNG)
BCC/C2835	Radio Systems Coord	CL17	911 Radio Systems Coord	CL18-(SES)
BCC/C3648	Envir Spec Sr	CL18	Envir Prog Mgr	CL20-(PW)
BCC/G138	Grant Wkr A	CL55	Planner	CL16-(PLNG)
BCC/G150	Grant Wkr A	CL55	Planning Analyst	CL14-(PLNG)

DOWNWARD RECLASSIFICATION (REM)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C3301	Facility Operations Manager	CL19	Surplus Coordinator	CL14

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08442	Purchasing Support Specialist	Administrative Support	Classified	CL12
23056	Tax Technician, Senior	Professionals	Classified	CL12
23058	Tax Technician, Lead	Professionals	Classified	CL13
10872	911 Database Analyst	Technicians	Classified	CL14
10878	911 MSAG Analyst	Technicians	Classified	CL14
17008	Water Conservation Coordinator	Officials & Managers	Classified/Excluded	CL17
10812	911 Radio Systems Coordinator	Technicians	Classified/Excluded	CL18
10802	911 Radio Systems Analyst	Technicians	Classified/Excluded	CL20
19108	Assistant Director, Finance Division	Professionals	Exempt	150
21266	PAO Director Information Systems	Officials & Managers	Exempt	150
01534	Director, Public Works & Utilities	Officials & Managers	Exempt	E3
02346	Strategic Performance Mgmt Analyst	Professionals	Exempt	P1
10982	Division Director, SES	Officials & Managers	Exempt	SM3a
01532	Workforce Development Manager	Officials & Managers	Exempt	SM3a

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PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>Pay Grade</u>	<u>RECOMMENDED Pay Grade</u>
23050	Tax Collector Supervisor	CL14	CL16

TITLE/PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>SPEC NO.</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
20040	Animal Care Assistant, Senior	CL8	20050	Animal Care Supervisor	CL10
14752	Aquatics Supervisor	CL11	14752	Aquatics Program Supervisor	CL14
08498	Assistant Director, Purchasing	SM4b	08498	Manager of Purchasing Operations	SM3b
08478	Purchasing Operations Manager	SM8	08478	Manager of Purchasing Support	SM5a
21964	Sr Economic Development Mgr	SM6	21964	Economic Development Mgr, Sr	SM5a

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
10800	Radio Communications Analyst	911 Radio Communications Analyst	CL15
23276	Tax Collector Assistant Agency Admin	Tax Collector Assistant Branch Manager	E-12
23278	Tax Collector Agency Administrator	Tax Collector Branch Manager	E-13
18868	Assistant Manager, Records & Info Mgmt	Assistant Manager, Records Mgmt	150
19128	Manager, Records & Information Management	Manager, Records Management	150
16842	Section Manager 1, DEI	Section Manager 1	SM5a
16844	Section Manager 2, DEI	Section Manager 2	SM4a
16846	Section Manager 3, DEI	Section Manager 3	SM3a
16906	Division Director 1, DEI	Division Director 1	SM2a
16907	Division Director 2, DEI	Division Director 2	SM1

RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
03344	Museum Specialist	Technicians	Classified	CL13
21278	Assistant Director of Commercials Appraisals	Professional	Exempt	150
21200	Director of PAO Public Information Services	Professionals	Exempt	150

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
14730	Lifeguard	CL5
17619	Interagency Water Manager	SM3b
13058	Senior Registered Architect	SM5a

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DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
10870	911 Geo Base Technician	CL9
10876	911 MSAG Coordinator	CL12
10810	Radio Systems Coordinator	CL17
23076	Tax Specialist, Senior	CL11
23078	Tax Specialist, Lead	CL12
16919	Executive Director, Environment & Infrastructure	E3