



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 September 25, 2016 through November 19, 2016.

Result of Audits

RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POS CONTRL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTRL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3774	Engineering Specialist 2	CL20	BCC/E726	Professional Engineer 2	SM6

UPWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2180	Office Specialist, Senior	CL8	Administrative Support Specialist	CL11

DOWNWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C4046	Field Inspector 3	CL19	Solid Waste Program Coordinator	CL17

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18809	Finance & Accounting Senior Analyst	Professionals	Classified/Excluded	CL22
14914	Horticulture Specialist	Technicians	Classified	CL14
16801	Professional Engineer 2	Professionals	Exempt	SM6

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RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18898	Assistant Manager, Board Records	Officials & Managers	Exempt	150

RE-INSTATED WITH TITLE/PAYGRADE CHANGE

<u>SPEC NO.</u>	<u>PREVIOUS TITLE</u>	<u>PREVIOUS PAYGRADE</u>	<u>PROPOSED TITLE</u>	<u>OT CODE</u>	<u>EEO4 CODE</u>	<u>PG</u>
11330	Agenda Coord	P4	Agenda & Communications Coord	Exempts	Professionals	P2

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21118	Assistant Director of Personal Exemptions	Assistant Director of Exemptions	150
21120	Director of Personal Exemptions	Director of Exemptions	150
16835	Engineering Support Services Supervisor	Technical Services Section Manager	SM4b
16836	Engineering Support Services Supervisor-PE	Engineering Section Manager-PE	SM4a
16797	Professional Engineer	Professional Engineer 1	P1
20056	Veterinary Technician Assistant	Veterinary Medical Assistant	CL6

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
03359	Historical Museum Operations Manager	SM5b	SM6
23258	Tax Collector Organization Management Analyst	E-11	P2
20074	Veterinarian	SM4a	SM6

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REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
21080	Director of PAO Budgeting & Financial Services	150
16799	Engineer 1	P3
21050	Executive Assistant To The Property Appraiser	150
18144	Human Svcs Eligibility Spec	CL10
16840	Senior Engineer	SM5a
16965	Solid Waste Program Coordinator	CL17
01554	Special Assistant To County Administrator	SM3a

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
23118	Audit Support Specialist	CL11