To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: August 30, 2019

Subject: Delegation of Authority Related to Exempt Classifications

Recommendation:

It is recommended that the members of the Unified Personnel Board (UPB) delegate the following authority to the Human Resources Director related to implementation of Phase II of the Classification and Compensation Study completed in 2018:

2. Approve classification changes resulting from completion of secondary reviews of Exempt positions.

Any actions taken under this delegated authority will be presented to the UPB at the next available UPB meeting.

Background:

On June 7, 2018, the Unified Personnel Board approved a revision to Resolution 18-2, Delegated Authority of the Human Resources Director. Specifically, Section 2 was added and states that, “The discretion provided to the Director of Human Resources pursuant to this Resolution does not include authority to approve comprehensive structural or other substantive changes to the classification and compensation system.”

The Board is considering comprehensive structural changes to the classification plan for Exempt positions, with a recommended effective date of September 29, 2019. The implementation of the new Exempt classifications will involve not only changes to classification titles and pay grades, but also changes to the classification specifications (class specs) that describe the nature of work that is performed within each classification. Given the comprehensive nature of these changes, there will be over 170 classifications in need of revised class specs.
To facilitate the timely implementation of the Classification and Compensation Study completed by Evergreen Solutions, LLC, in 2018, I am requesting that the Board provide the Human Resources Director with delegated authority to review and approve revisions to class specs associated with implementing the new classification structure effective September 29, 2019. This delegation of authority, if approved, will include approval for the description of work within the class specs, classification titles, and pay grade allocations.

The implementation timeline for Phase II of the Classification and Compensation Study includes the following:

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Sept. 5, 2019</td>
<td>Personnel Board adopts new Exempt classifications effective Sept. 29, 2019</td>
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<tr>
<td>Week of Sept. 9, 2019</td>
<td>Exempt employees receive results of secondary reviews and notification of study-related pay adjustments</td>
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<tr>
<td>Sept. 12, 2019</td>
<td>Board of County Commissioners adopts Exempt pay plan, effective Sept. 29, 2019</td>
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<tr>
<td>By Sept. 20, 2019</td>
<td>Classification and pay changes are loaded into OPUS in advance of the Sept. 29 effective date</td>
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<tr>
<td>Sept. 29, 2019</td>
<td>Effective date for new Exempt classifications and associated pay adjustments</td>
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To avoid potential situations of delays in positions being assigned to the appropriate classification, or delays for any Exempt employee receiving an applicable pay adjustment related to classification actions, it is desirable for classification determinations to be finalized in time for the proposed implementation on Sept. 29, 2019.

On September 12, 2019, the Board of County Commissioners will be taking action to approve a revised Exempt pay plan to take effect simultaneously with the classification changes approved by the Personnel Board.

Thank you for your consideration of these requests.