

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION REGARDING
SALARIES AND FRINGE BENEFITS
FOR CONFIDENTIAL EMPLOYEES

RESOLUTION NO. 19-074

BE IT RESOLVED that this resolution is being adopted to reflect the following changes:

- Establish the new classification of Executive Legal Assistant

2017 & 2018 Classification and Wage Plan and listed as Appendix A

TERMS AND CONDITIONS

1. Employees herein identified serve at the pleasure of their respective Agency/Department Head or Elected Official, with the concurrence of the CAO. However, in the event of a proposed action that could result in demotion, reduction in hours, loss of pay, or termination, the concurrence of the Board of Supervisors shall be required if either the department head or the employee requests same. Such request(s) shall be made in writing within seven (7) working days of written notice of the proposed action.

2. Confidential employees are covered by the Fair Labor Standards Act (FLSA) as it relates to wages, overtime (based upon hours worked in excess of a regularly scheduled 8-hour workday or 40 hours per week), record keeping, and equal pay standards, with the exception of the following classifications:

- A. Budget Analyst
- B. Deputy County Counsel I
- C. Deputy County Counsel II
- D. Deputy County Counsel III
- E. Executive Assistant
- F. Human Resource Administrative/Risk Manager

3. The exempt employees listed in #2 above are required to devote the appropriate amount of time at their place of work, either in the office or at other sites, necessary to complete the responsibilities and duties of their positions. Exempt employees are not eligible for overtime.

4. Confidential employees are eligible for, and will receive, step increases under the same terms and conditions as the County's General Unit bargaining group.

5. Longevity pay will be granted to all members of this unit for 10, 15, and 20 years of service under the same terms and conditions as the County's General Unit bargaining group.

6. The salaries reflected above include a five percent (5%) differential above the County's General Unit bargaining group for confidential status.

BENEFIT PACKAGE

7. **Voluntary Reduced Work Schedule:** Effective July 1, 2015, employees have the option to continue their voluntary reduced work schedule of 156.6 hours per month, request a voluntary reduced work schedule of 156.6 hours or rescind their previous request for a voluntary reduced work schedule. Employee's seniority, benefits and leave accruals will not be affected. Employees have the option of working a 36 hour work week or work 72 hours every two weeks (40 hours one week and 32 hours the next week). Employees do not need to submit a request each year to continue their reduced work schedule. If an employee elects to take the reduced workweek, they shall remain on the reduced workweek until the beginning of the following fiscal year. The County reserves the right to rescind the reduced workweek at any time.

8. **Retirement Program:** Employees herein shall receive the same Public Employees' Retirement System program offered to the County's General bargaining group, as such program may be amended from time to time. The Employer Paid Member Contribution (EPMC) shall be as follows:

- A. Effective October 1, 2011, the EPMC shall be 1% for all Classic employees in this unit.
- B. Effective January 1, 2013 all employees hired as new employees according to PERS regulations shall pay one-half of normal cost as determined by CalPERS.
- C. Effective July 1, 2016 all Classic employees shall pay the full seven percent (7%) of the EPMC

9. **Health Insurance:** Employees herein shall be eligible for the same group health insurance programs provided to the County's General Unit Bargaining Group.

- A. The premium cost share will be 87.5% paid by the employer and 12.%% paid by the employee for plan years after 2017.
- B. For full-time confidential employees, a cash payment of \$466.10 shall be paid to all confidential employees in lieu of major medical insurance other than the County's, after proof of other major medical insurance has been obtained. The County shall retain the remainder of the premium it otherwise would have paid to that employee. If the employee waives all benefits except life insurance, the cash total is \$506.08. Part-time Confidential employees are entitled to a pro-rated cash payment in lieu of major medical insurance, subject to the same terms and conditions as listed above.

10. **Sick Leave:** Employees herein shall accrue sick leave at the same rate as the County's General Unit bargaining group as follows:

- A. Regular full-time and regular part-time employees shall earn and accrue paid sick leave in regular increments each pay period of employment up to a maximum of 96 hours per year.
- B. For employees on a voluntary reduced work schedule of 156.6 hours per month, they

will accrue 8 hours sick leave per month up to a maximum of 96 hours per year

- C. Unused sick leave shall accrue from year to year.
- D. Upon retirement only, an employee who has accrued a minimum of 500 sick leave hours **may**, upon request of the employee, be paid in cash for one-half of the number of accrued sick leave hours up to a maximum payoff of 500 hours, with the balance of unused sick leave going toward PERS service credit.

11. **Vacation Leave**: Employees herein shall earn and accrue paid vacation leave in accordance with the following provisions (all other terms and conditions shall be the same as the County's General Unit bargaining group):

- A. **Years 1-9**: For the first through the ninth continuous years of service, vacation leave shall be earned and accrued at the rate of eight (8) hours of vacation leave for every 130.5 hours of service, which accrual shall be credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours, they will accrue eight (8) hours of vacation leave for every 117.45 hours of service, which accrual will be credited monthly.
- B. **Years 10 Plus**: For the tenth and succeeding continuous years of service, vacation leave shall be earned and accrued at the rate of eight (8) hours of vacation leave for every 99.43 hours of service, which accrual shall be credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours per month, they will accrue eight (8) hours of vacation leave for every 89.49 hours of service, which accrual shall be credited monthly.
- C. Employees will only be allowed to carry over a two (2) year vacation accrual maximum. Accrual of vacation leave shall cease when the maximum amount of vacation leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's accrued vacation leave is below the maximum allowed accrual.
- D. Employees in this unit may elect to be paid off in cash (up to 40 hours only); provided, however, that the criteria outlined in Amador County #2-230 has been met.

12. **Holiday Leave**: Confidential employees will receive the same paid holiday leave as the County's General Unit bargaining group. For employees taking the voluntary reduced work schedule of 156.6 hours per month, they will be paid eight (8) hours of holiday pay. Any difference in the number of hours used on that holiday can be taken from vacation and/or CTO leave. If vacation and/or CTO are not available, employees will be docked the difference in pay.

13. **Administrative Leave**: Exempt professional classifications (*i.e.* Deputy County Counsel I, II and III) shall accrue up to five (5) days of Administrative leave each calendar year at the rate of 8 hours of Administrative leave for every 417.6 hours of service, credited monthly. For employees on a voluntary reduced work schedule of 156.6 hours, they will accrue up to five (5) days of Administrative leave each calendar year at a rate of 8 hours of Administrative leave for every 375.84 hours of service, credited monthly, subject to the following conditions:

- A. An eligible employee may accrue Administrative leave up to a maximum amount equal to twice their current annual Administrative accrual rate (i.e., 10 days). Accrual of Administrative leave shall cease when the maximum amount of Administrative leave allowed has accrued and been unused by the employee, but shall recommence when the unused balance of an employee's accrued Administrative leave is below the maximum allowed accrual.
- B. Eligible employees must pass their probationary period before leave can be utilized.
- C. The probationary period for Administrative employees, for purposes of Administrative leave benefits, shall be twelve (12) months.
- D. Part-time employees will have the leave pro-rated based on the number of hours worked.
- E. An eligible employee who separates from County employment will not be paid in cash for any unused Administrative leave. However, if an employee transfers to another unit that has no Administrative leave, the employee will be paid off in cash.

14. **Bar Dues:** The County shall pay for employees the cost of the State Bar Association dues necessary for the employee to practice law in California. The County shall pay for the minimum cost of the dues only (referred to on State Bar Membership Statement as membership fees) and shall not pay for any additional options such as CDCBA, CSCHS, lobbying, etc.

The County shall make the payment each year on or before the annual renewal due date specified by the State Bar for an employee who has been employed as an Amador County Deputy County Counsel as of January 1 of the year for which the dues are paid. The employee shall provide their invoice to the Auditor's Office one month before the due date of each year to ensure his/her dues will be paid before the due date.

15. **Deferred Compensation Annuity Program:** Every regular employee may enroll in a Deferred Compensation Annuity Program offered by a carrier through the County, in accordance with the enrollment provisions established by the carrier. For contributions to such a program, the employee shall utilize monthly payroll deductions, which shall be authorized, in writing, by the employee at least thirty (30) days prior to the first deduction. At its sole discretion, the County may change Deferred Compensation Plans. Effective 4/1/18, if legally permissible consistent with maintaining the pre-tax status of contributions, or on such later date as such pre-tax contributions are first permissible, the county will contribute fifty dollars (\$50) per month to the section 457 deferred compensation account of each employee who contributes at least fifty dollars (\$50) to their deferred compensation account for the same month. However, if the employee ceases such contributions, the county match will no longer apply.

16. **Employee Wellness Program:** The County agrees to provide up to \$100.00 per calendar year cost reimbursement to non-smoking confidential employees who participate in an organized fitness program or organized weight-reduction program.

INTERNSHIP PROGRAM

On July 29, 2003, the Board of Supervisors adopted the Use of Interns Policy #2-244 which authorized County departments to hire interns as temporary employees. All placements are contingent upon departmental budget appropriations and County Administrative Officer approval of such requests for temporary help.

Internships are temporary positions within this Unit. They are designed to provide job training. No intern may work more than 999 hours per fiscal year. Interns do not receive seniority, vacation, sick leave, holiday pay, health benefits, or any other type of benefits or incentives. Duties will vary widely based on the training assignment and department needs.

No interns may be paid in excess of \$12.00 per hour, with the exception of legislative or legal interns.

EFFECTIVE DATE

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the 23rd day of April 2019, by the following vote:

AYES: Brian Oneto, Patrick Crew, Richard M. Forster, Frank Axe and Jeff Brown


NOES: None



Brian Oneto, Chairman, Board of Supervisors

ATTEST:

JENNIFER BURNS, Clerk of the
Board of Supervisors, Amador County,
California



Deputy

EXECUTIVE LEGAL ASSISTANT

DEFINITION

Under direction, serves as primary legal assistant for the District Attorney and the Chief Assistant District Attorney, coordinates department office management and support functions, performs a variety of professional, technical, analytical, personnel, and administrative support work, maintains legal files and prepares legal documents, answers public and staff contacts and concerns; and performs related duties as required.

REPORTS TO

District Attorney and Chief Assistant District Attorney.

CLASSIFICATIONS SUPERVISED

This classification may exercise supervision over secretarial and clerical staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Serves as primary assistant to the District Attorney and Chief Assistant District Attorney relieving them of a variety of administrative duties; coordinates department office support and management functions; maintains statistical information on assigned department's caseload; may provide work direction for legal secretary and office support personnel; interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate; may personally prepare a wide variety of legal documents such as motions, briefs, court orders, notices, and subpoenas; may do basic research to assist with obtaining proper citations for cases; receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff; prepares affidavits, petitions, complaints, warrants, and abstracts of judgments; checks and reviews information and documents for completeness and conformance with established standards and procedures; composes routine legal documents as directed; calendars court appearances and maintains case logs of proceedings; processes incoming mail; may oversee departmental personnel processing-related functions; assists with special projects; composes correspondence; types reports, documents, letters, forms, and other items; completes a variety of forms and information documents; maintains and checks employee time records; maintains inventories of office supplies and program material; maintains detailed records of activities and functions for a

variety of services and programs according to guidelines and requirements; performs budget and fiscal recordkeeping; gathers materials and distributes agenda for boards and committees; compiles data and completes reports required by the County or external agencies; retrieves historical information from files and records; operates a computer and uses software packages to maintain detailed information and operating records; administers, maintains and provides training for the office case management system; works in collaboration with the administrative and management staff in areas including grant oversight, contract monitoring, payroll, budget preparation and setup, and other related duties; manages and oversees operations of specialty programs or projects; maintains and updates office policies; performs other duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, transcriber, and fax machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office and may be in courtroom environment; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- County organization, policies, rules, and regulations;
- Policies, procedures, and programs of the Department and Court;
- Laws, rules, and regulations affecting assigned program functions and services;
- Legal terminology, phraseology, documents, and forms;
- Practices and techniques of research, information, analysis, and report preparation;
- Legal office methods and procedures;
- Principles and practices of customer service;
- Requirements for completing and filing legal documents;
- Filing and recordkeeping procedures;
- Principles and practices of business correspondence and report generation.
- Receptionist and telephone techniques;
- Correct English usage, spelling, grammar, and punctuation;
- Budget tracking and monitoring techniques;
- Fiscal and account recordkeeping;
- Mathematic concepts and practices;
- Personal computers and software applications related to office and administrative support work, including the implementation, maintenance, troubleshooting, and training for the office case management system;

- Operations, services and activities of an office setting;
- Applicable court guidelines and regulations as it pertains to legal and administrative support;
- Organization and functions of public agencies and departments, including the role of an elected Board of Supervisors.

Ability to:

- Provide specialized program and confidential administrative assistance to the District Attorney and Chief Assistant District Attorney.
- Organize, coordinate, and manage department office support and management functions.
- Organize, coordinate, and procure outside services from other departments or vendors.
- Perform a variety of legal office support, secretarial, and administrative duties.
- Research, compile, and summarize a variety of informational materials.
- Identify and prepare, a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimal supervision.
- Compile information and prepare accurate reports.
- Operate a variety of office equipment including computers and assigned software.
- Maintain and provide training for the office case management system;
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Effectively represent the District Attorney in responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, the media, and other agencies.

Training and Experience:

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

Education

A high school diploma or GED equivalent; a bachelor's degree (or higher) from an accredited college or university is highly desirable. Special training or experience in public or business administration, information technology, accounting, economics, social or behavioral sciences, government, and/or the legal secretarial or assistant field is also

APPENDIX A
CONFIDENTIAL UNIT CLASSIFICATION AND WAGE PLAN
1. % INCREASE - EFFECTIVE 10/01/18 (amended as of 6/25/2019)

Pay ranges for nonexempt classifications are as set forth below:

Range	Classification	Step A	Step B	Step C	Step D	Step E	10 yr	15 yr	20 yr
2176	Accountant I*	26.34	27.66	29.04	30.49	32.02	32.82	33.64	34.48
1195	Administrative Assistant II	16.53	17.36	18.22	19.14	20.09	20.59	21.11	21.64
2040	Administrative Legal Secretary	24.98	26.23	27.54	28.92	30.36	31.12	31.90	32.70
1839	Administrative Supervisor (SO)	22.97	24.12	25.32	26.59	27.92	28.62	29.33	30.07
2336	Clerk Of the Board	27.94	29.34	30.80	32.34	33.96	34.81	35.68	36.57
1312	Deputy Board Clerk I	17.70	18.59	19.51	20.49	21.51	22.05	22.60	23.17
1491	Deputy Board Clerk II	19.49	20.46	21.49	22.56	23.69	24.28	24.89	25.51
1735	Deputy Board Clerk III	21.93	23.03	24.18	25.39	26.66	27.32	28.01	28.71
2633	Executive Legal Assistant***	30.91	32.46	34.08	35.78	37.57	38.51	39.47	40.46
1739	Finance Technician (DA)	21.97	23.07	24.22	25.43	26.70	27.37	28.06	28.76
2314	Human Resource Specialist	27.72	29.11	30.56	32.09	33.69	34.54	35.40	36.28
1911	Human Resource Technician	23.69	24.87	26.12	27.42	28.80	29.52	30.25	31.01
2420	Paralegal (CC)	28.78	30.22	31.73	33.32	34.98	35.86	36.75	37.67
1926	Payroll Specialist I	23.84	25.03	26.28	27.60	28.98	29.70	30.44	31.21
2263	Payroll Specialist II	27.21	28.57	30.00	31.50	33.07	33.90	34.75	35.62
1991	Records and Volunteer Administrator**	24.49	25.71	27.00	28.35	29.77	30.51	31.27	32.06
2633	Senior Administrative Analyst	30.91	32.46	34.08	35.78	37.57	38.51	39.47	40.46

Pay ranges for exempt classifications are as set forth below:

Range	Classification	Step A	Step B	Step C	Step D	Step E	10 yr	15 yr	20 yr
3124	Budget Analyst	35.82	37.61	39.49	41.47	43.54	44.63	45.74	46.89
3717	Dep County Counsel I	41.75	43.84	46.03	48.33	50.75	52.02	53.32	54.65
4135	Dep County Counsel II	45.93	48.23	50.64	53.17	55.83	57.22	58.65	60.12
4591	Dep County Counsel III	50.49	53.01	55.67	58.45	61.37	62.91	64.48	66.09
2289	Executive Assistant	27.47	28.84	30.29	31.80	33.39	34.22	35.08	35.96
3218	Human Resources Administrative/Risk Manager	36.76	38.60	40.53	42.55	44.68	45.80	46.94	48.12

*Updated Retroactive 09/01/2017

** Updated Retroactive to 10/1/2017

*** position added as of 6/25/2019

HUMAN RESOURCES DEPARTMENT

Judy Dias, Director

Staff: Lisa Hopkins, Risk Manager ♦ Lisa Gaebe, Benefits ♦ Sarah Duarte, Recruitment

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TO: Board of Supervisors

June 19, 2019

FROM: Judy Dias, Human Resources Director

SUBJECT: Agenda Item: June 25, 2019 meeting

This is to request that the Board consider for their June 25, 2019 Agenda the implementations of a budgeted position in the District Attorney's Office.

In its budget for FY 19-20, a position adjustment was added for the District Attorney's Office; it was identified as being an Administrative Legal Secretary adjusted to a Sr. Administrative Analyst. After subsequent review and discussion, that position is requested to be modified to the classification of Executive Legal Assistant, at the same budgeted salary level as Sr. Administrative Analyst. This position would be assigned to the Confidential Unit.

This item thus requests that the Board establish the classification of Executive Legal Assistant (see attached job description) at the salary range of 2633, (\$30.91-37.57). It also requests that the budgeted list of approved classifications be adjusted to reflect that the position upgrade allocated to the District Attorney be modified from Sr. Administrative Analyst to Executive Legal Assistant. It additionally requests that the current incumbent, Julie Tonn, be reclassified to the new position effective July 1, 2019.

The consequence of not approving this action would be that the classification and salary adjustments would not be implemented.

Cc: Chuck Iley