



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 8/5/2025

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Classification and Compensation Matters – New Job Classifications.

***Introduction/Background:**

The Human Resources Department has created two new job classifications to be added to our Classification System.

***Discussion:**

The new job classifications are:

<u>Job Title</u>	<u>User Department</u>
1. Division Manager Environmental Quality	Environmental Quality
2. Division Manager Conservation Lands and Resources	Conservation Lands and Resources

***Conclusion:**

The proposed new job classifications will provide an accurate description of the work assigned to these positions within the user department. Furthermore, the proposed new job classifications have been assigned salary grades appropriate to the body of work inherent to the positions and the qualifications required to perform it.

***Recommendation:**

It is recommended the following job classifications be approved for use within the County's classification system:
Class Code: 2104, Class Title: Division Manager Environmental Quality, Pay Grade: 18, Salary Range: \$92,081.60 - \$138,112, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

Class Code: 2105, Class Title: Division Manager Conservation Lands and Resources, Pay Grade: 18, Salary Range: \$92,081.60 - \$138,112, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

***Fiscal Impact:**

The creation of these new classifications has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to these classifications will be borne by the user department from within its current budgets. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

***Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Human Resources

Telephone: 520-724-8028

Contact: Cathy Bohland

Telephone: 520-724-8672

Department Director Signature: _____

County Administrator Signature: _____

Date: 7/10/25

Date: 7/11/2025