



Approve Amendment to Classification Plan

Consent

Prepared by: Erik Johnson

Attachments: Yes

Approved by: James Corless

Referring Committee: Policy & Innovation

1. Issue:

Amending SACOG's Classification Plan to reflect current physical demands for administrative support positions.

2. Recommendation:

The Policy and Innovation Committee recommends that the Board of Directors authorize the executive director to amend the classification plan as shown in the attachment.

3. Background/Analysis:

In October 2015, the Board of Directors adopted a new Classification Plan that creates flexibility for allowing staff to work on various projects that may not fit within the narrow classifications that previously existed. At the same time, it also allows for employees to advance either for performing more complex technical work, or for leading teams. State and federal labor regulations require job positions to identify the essential functions of positions to ensure that employers reasonably accommodate individuals with disabilities.

4. Discussion/Analysis:

SACOG's work is generally sedentary, office-based work that allows individuals with a wide range of abilities from being able to physically and mentally complete the work. One exception to this is work performed by the administrative support team. In addition to supporting SACOG's meetings, SACOG also rents its board room to other agencies and the public as an additional revenue source. The physical demands to set up and break down for events is greater than the minimum requirements currently stated in the classification plan for administrative support positions. The proposed amendments would impact three classifications: Staff Assistant, Administrative Assistant I, and Administrative Assistant II. The amendments would ensure SACOG meets its obligations to stipulate the minimum requirements to perform a job.

5. Fiscal Impact/Grant Information:

There is no fiscal impact to this amendment.