

**Department of Personnel
Services**

David Devine, Director



County of Sacramento

DATE: August 24, 2018

TO: Department Heads

FROM: David Devine, Director
Department of Personnel Services

**SUBJECT: ADMINISTRATIVE SERVICES OFFICER AND ADMINISTRATIVE ANALYST
SERIES CLASS STUDY**

The County of Sacramento has contracted with Cooperative Personnel Services (CPS) to conduct a class study for the Administrative Services Officer (ASO) and Administrative Analyst (AA) series. The study will include all positions in the ASO I, ASO II, ASO III, Associate AA, Senior AA (Ranges A & B), and Principal AA classes, including those positions designated as confidential. The primary focus of this study will be to evaluate the class structure, class specifications, and position allocations.

The Department of Personnel Services (DPS) will need a representative from your department to be the liaison for this study, and assist with coordination of meetings and collection of data. The designated representative may not be a current incumbent in the ASO or AA series, and should be in a class higher than the ASO III or Principal AA. Karen Farrel, Senior Personnel Analyst (farrelk@saccounty.net) will be the DPS contact for this study. Please provide the name of the designated representative for your department to her no later than September 7th, 2018.

DPS and CPS will be holding informational meetings with incumbents of affected classes to address any concerns and provide information on the process and intent of the study. The dates, times, and locations of these informational meetings will be determined and announced at a later date.

cc: Carla Honey, Human Resources Manager II, Employment Services
Rebecca Stuckert, Human Resources Manager I, Class & Pay
Karen Farrel, Senior Personnel Analyst, Class & Pay
Office of Labor Relations