



Department of Personnel Services

Employment Services Division

Carla Honey, Manager

## County of Sacramento

August 27, 2018

Sacramento County Administrative Professionals Association  
PO Box 232767  
Sacramento, CA 95823

### RE: ADMINISTRATIVE SERVICES OFFICER AND ADMINISTRATIVE ANALYST SERIES CLASS STUDY

Dear Mr. Burstiner & Ms. Gillingham,

This letter is to inform you of a class study that is in the beginning stages for the Administrative Services Officer series which includes the Administrative Services Officer 1, Administrative Services Officer 2, Administrative Services Officer 3 classes and the Administrative Analyst series which includes the Associate Administrative Analyst, Senior Administrative Analyst (Range A & B), and Principal Administrative Analyst. The primary focus of this study will be to evaluate the class structure, class specifications, and position allocations.

The County of Sacramento has contracted with Cooperative Personnel Services (CPS) to conduct this study. The Department of Personnel Services (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 information meetings will be determined and announced at a later date.

As part of the class study process, prior to presenting recommended changes to the Civil Service Commission, Sacramento County Administrative Professionals Association will be notified by the Office of Labor Relations and provided an opportunity to meet with County representatives regarding any proposed changes.

If you have any questions, please feel free to contact me at (916) 874-7974.

Sincerely,

Karen Farrel  
Senior Personnel Analyst

cc: David Devine, Director, Personnel Services  
Carla Honey, Human Resources Manager II, Employment Services  
Rebecca Stuckert, Human Resources Manager I, Class & Pay  
Sacramento County Office of Labor Relations