



Mendocino County

Legislation Text

File #: 24-0310, Version: 1

To: BOARD OF SUPERVISORS

From: Human Resources

Meeting Date: March 12, 2024

Department Contact: Cherie Johnson

Phone: 707-463-4441

Department Contact: Brandy Dalzell

Phone: 707-234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4025, Add 1.0 FTE Principal Administrative Analyst, \$95,908.80 - \$116,584.00/Annually and Delete 1.0 FTE Human Resources Manager, Position No. 4547, \$97,801.60 - \$118,892.80/Annually

Recommended Action/Motion:

Adopt Resolution amending the position allocation table as follows: budget unit 4025, add 1.0 FTE Principal Administrative Analyst, \$95,908.80 - \$116,584.00/annually and delete 1.0 FTE Human Resources Manager, position No. 4547, \$97,801.60 - \$118,892.80/annually; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 20, 2023, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2023-2024 Budget, Resolution Number 23-109

Summary of Request:

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

Human Resources has reviewed the classifications currently utilized within budget unit 4025, Employee Wellness. Considering the current scope of work completed by the Human Resources Manager, it has been determined the Principal Administrative Analyst is a more suitable classification based on the nature of the job responsibilities, strategic planning, leadership, knowledge, skills, and abilities of the work being performed. Based on this evaluation it is requested the position allocation table be amended by adding 1.0 FTE Principal Administrative Analyst and deleting 1.0 FTE Human Resources Manager to budget unit 4025.

The impact shown below for this fiscal year is calculated at Step 5 during pay period 07-24 (March 17, 2024) and includes the cost of benefits. The annual recurring cost shown below is calculated at Step 5 including the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

Strategic Plan Priority Designation: An Effective County Government

Supervisory District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 4025

current f/y cost: (\$1,056.72) *Savings, includes cost of benefits*

budget clarification: N/A.

annual recurring cost: \$198,192.80, *includes cost of benefits*

budgeted in current f/y (if no, please describe): No

No additional costs incurred, savings to budget.

revenue agreement: N/A

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: March 12, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-041

