

Mendocino County Human Resources Department

August 15, 2017

Board of Supervisors and Human Resources Workshop



Workshop Agenda

- Civil Service System Overview
- Relationship between Board of Supervisors, Civil Services and Human Resources
- Classification and Compensation System
- January - June Human Resources Update
- Leadership Update
- Pay for Performance and Employee Performance Measures

Civil Service System

What is Civil Service?

- Civil Service was first introduced and implemented in 1883 by US Congress to ensure the best-qualified persons were employed by government entities and to deter employment based on political affiliation and patronage.
- Operates on principles of employment and promotion on a merit basis for the purpose of obtaining the highest efficiency and assuring the best-qualified persons available shall be employed and retained.

How did Mendocino County become a Civil Service agency?

- By the voters of Mendocino County in 1962.

Civil Service System

What governs the County's Civil Service system?

- Board adopted Ordinance - Mendocino County Code 3.16
- Administered by a Board-appointed Civil Service Commission

What is the Civil Service Commission?

- A commission consisting of five (5) members, one from each supervisorial district appointed by the Board of Supervisors, to administer and oversee the activities outlined in the MCC 3.16 related to the classification of positions, recruitment, reductions in force and disciplinary actions, etc.

Civil Service System

Can the County change the Civil Service system?

➤ Yes

Can the County make revisions or amendments to the Civil Service rules?

➤ Yes

**Some changes to the Civil Service System and the Civil Service rules may require meet and confer processes pursuant to Myers-Milias Brown Act (MMBA)*

Civil Service Commission Responsibilities related to Classification and Compensation

The Commission is responsible for ensuring all positions are classified correctly pursuant to Mendocino County Code 3.16.120 and as established in the Civil Service Rules.

Civil Service Rule III – Classification

- Classification of Positions
- Changes in Classification of Positions
- Class Specifications

Board of Supervisors Responsibilities related to Classification and Compensation

Mendocino County Code: Sec. 3.04.070 - Compensation plan

(A) A five (5) step schedule of pay ranges as adopted by resolution of the Board of Supervisors shall constitute the compensation plan applicable to all classes of positions included in the classified service.

(B) All salaries are based on hourly rates.

(C) The compensation of officers and employees of the County shall be as set forth in the list of class titles and pay ranges with steps within each range as established by the Board of Supervisors in the Salary Resolution.

(Ord. No. 4342, 8-18-2015)

Human Resources Director Responsibilities Related to Classification and Compensation

Civil Service Rule II - Organization and Administration

Section 3 – The Human Resources Director

(A) The Human Resources Director shall:

- (7) Administer, maintain, and adjust the Classification Plan and recommended rates of pay for each classification of position.

Board/Commission/HR Classification and Compensation

| | Human Resources Director | Civil Service Commission | County Board of Supervisors |
|---|-----------------------------|-----------------------------|--------------------------------|
| Develop, modify, and recommend appropriate job classifications | X | | |
| Adopt new job classification specifications and changes to existing classification specifications | | X | |
| Approve and adopt the addition of new job classifications to the County's classification system | | | X |
| Develop, modify, and recommend classification salary grade/range assignments | X | | |
| Approve and adopt classification salary grade/range assignments | | | X |

Compensation Plan Overview

How is classification determined?

In accordance with Civil Service Rule III- Classification:

- Qualification Review
- Position Description Questionnaires
- Classification Series
- Adoption of recommendations for new or modification of existing classifications

Compensation Plan Overview

How is Salary Grade determined?

In accordance with the October 2000 adoption of the County's Classification and Compensation Plan (aka Slavin Study), all classifications are measured utilizing a point-factor system that assess eight (8) compensable job factors:

1. Knowledge Required
2. Decision-making Authority
3. Supervision Exercised
4. Significance and Purpose of Contacts
5. Complexity
6. Scope and Effect
7. Physical Demands
8. Working Environment

Classification and Compensation Study

- ***Slavin Study***

- Started in 1998
- Adopted in October 2000
- Individual classifications reviewed
- Eliminated classifications
- Combined classifications
- Salary grades assigned using 8 compensable factors

Classification and Compensation Study

Market Adjustment

- Last occurred in 2007
- Salary Study using benchmark classifications
- Classification received salary adjustments of zero to 3.5% based on how far out of market

Classification and Compensation Study

- ***2017 Classification and Compensation Study***
 - Will take approximately 6 months
 - 50 benchmark classifications representing all bargaining units will be used in the study
 - Current point factor system vs. other grading systems
 - Market will be a factor used to determine grade
 - Internal alignment and equity review
 - Employee committees with subject matter experts to review remaining classifications

HR Update

January – June 2017

Total Employees as of June 30, 2017

- Full Time: 1,088
- Part Time: 22
- Total: 1,110



HR Update January – June 2017

Calendar Year 2016

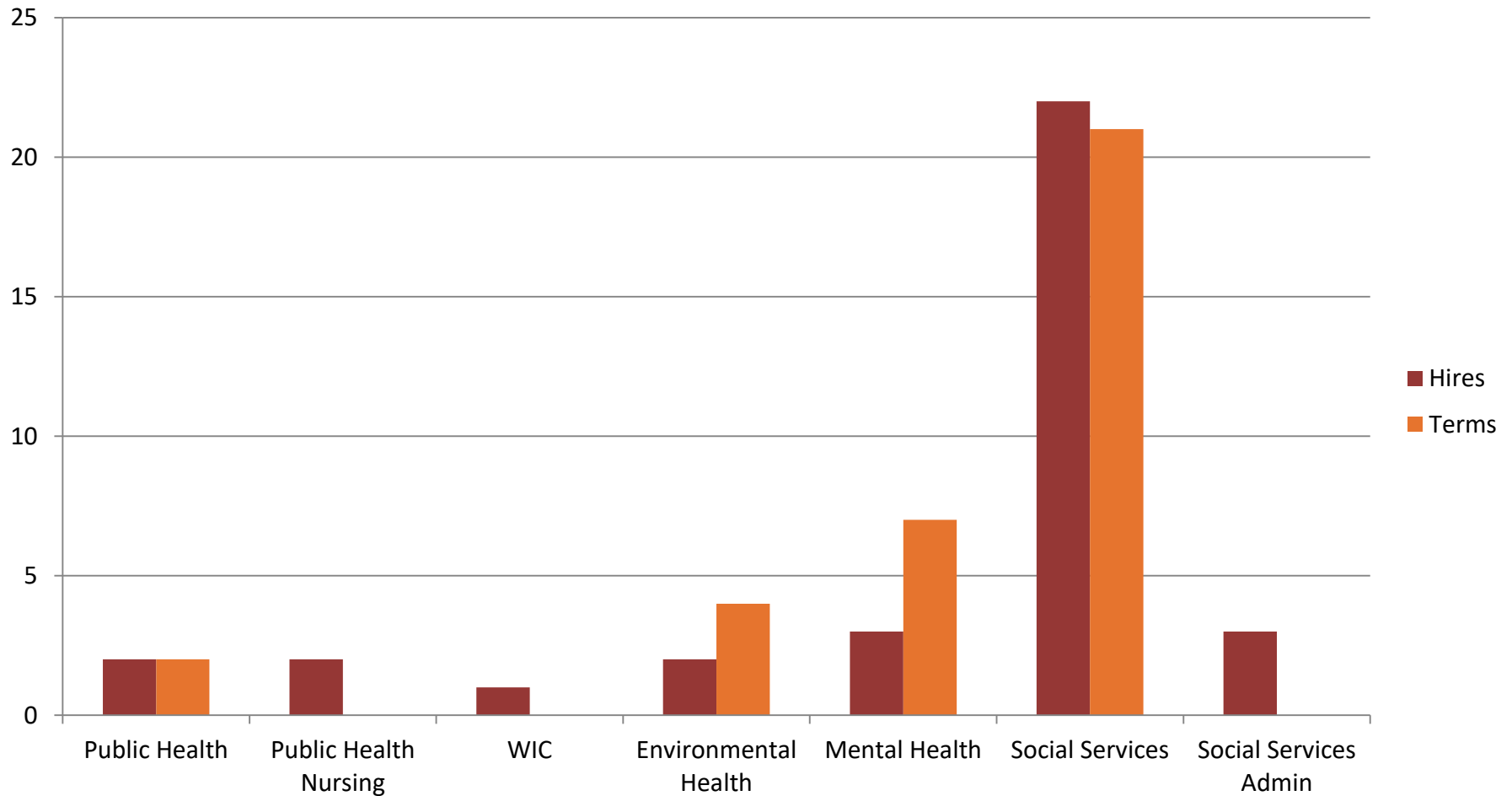
216 terminations 218 new hires

January – June 2017

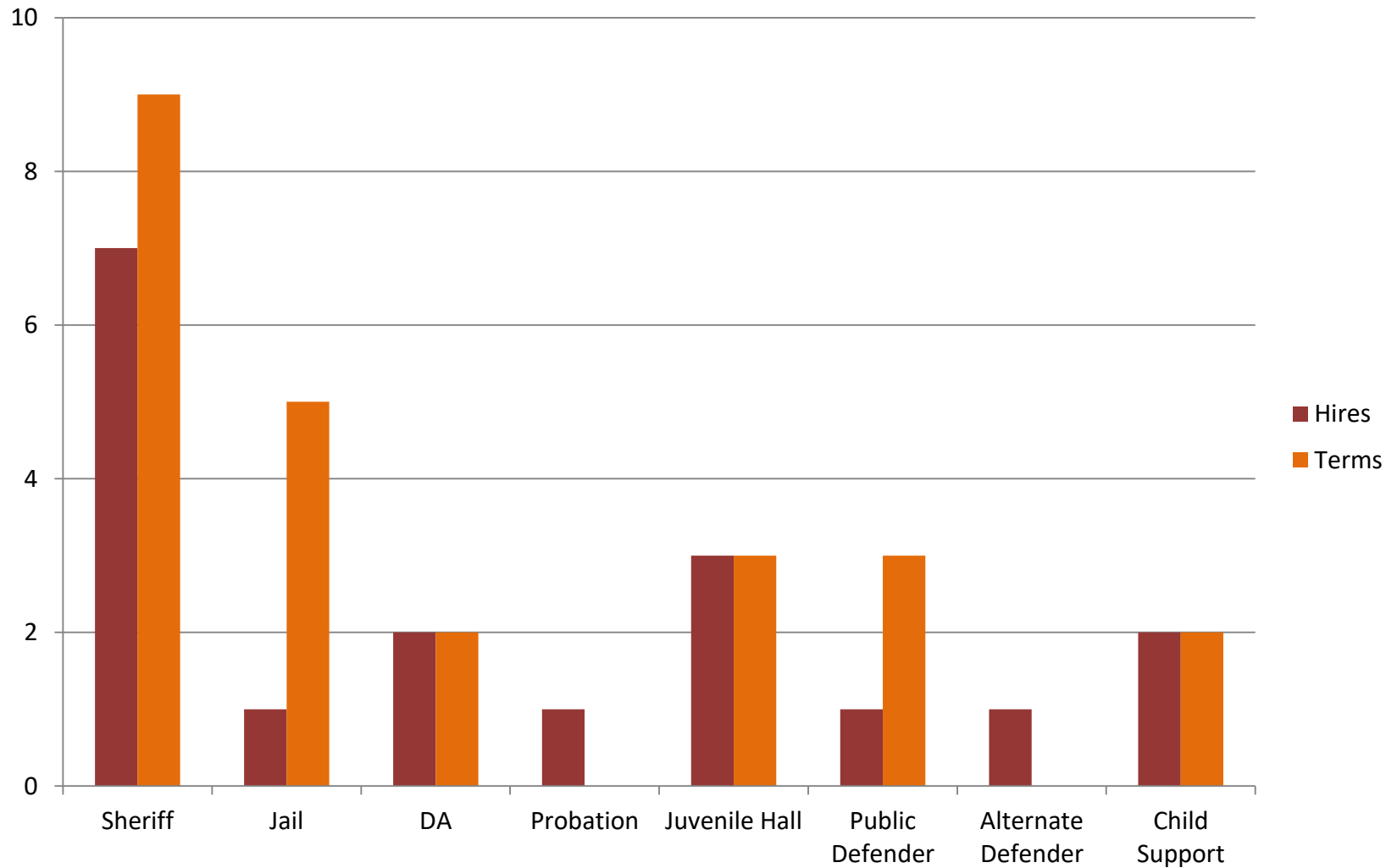
92 Terminations 88 new hires



Hires and Terminations January – June 2017

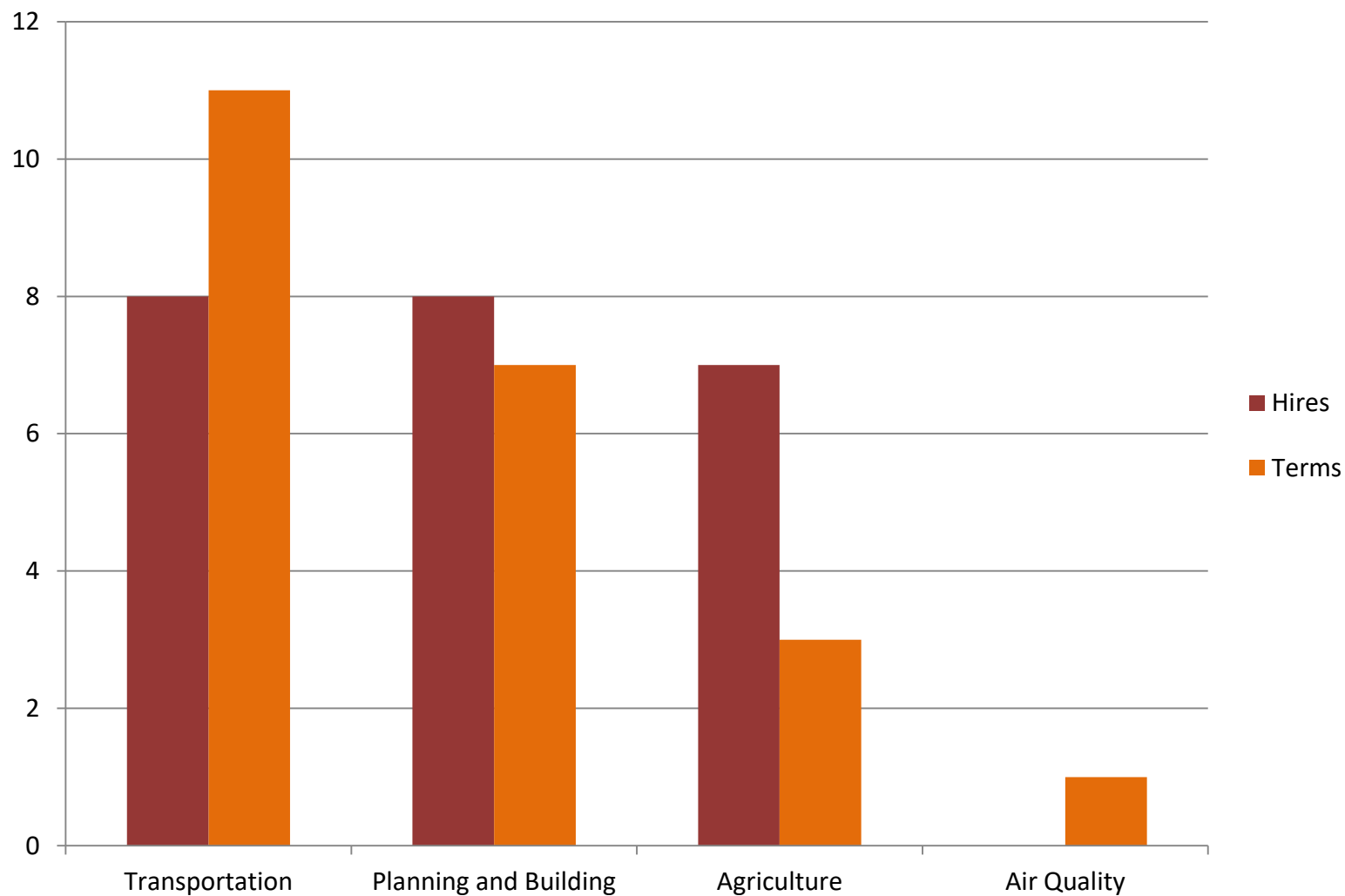


Hires and Terminations January – June 2017

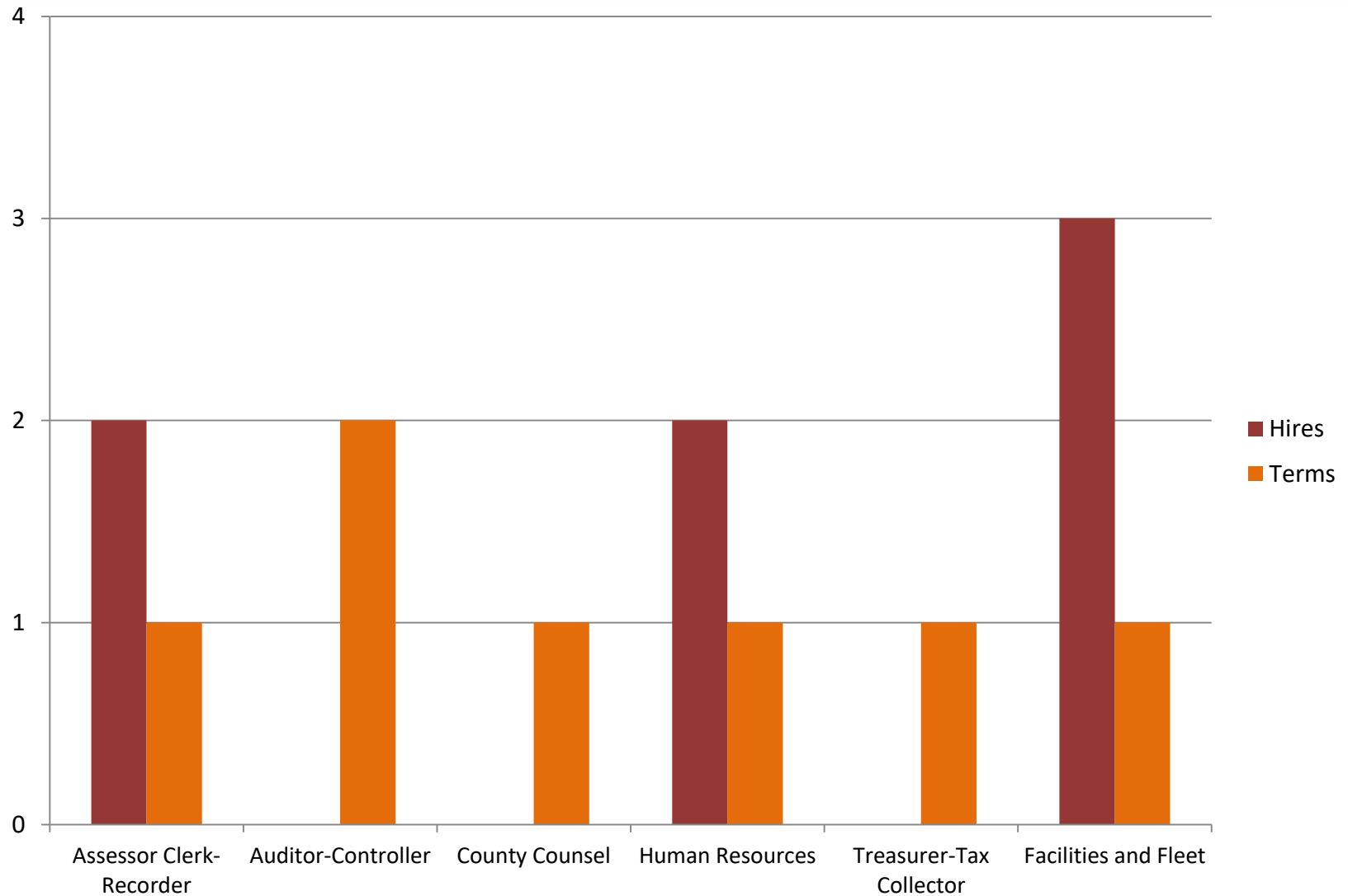


Hires and Terminations

January – June 2017



Hires and Terminations January – June 2017



County Sponsored Employee Training

January – June 2017

| Date | Name of Training | Trainer | Attendees |
|----------|--|-------------------|------------|
| 01/12/17 | Professional Communication/Team Work Skills | Mendocino College | 21 |
| 01/25/17 | Public Speaking/Presentation Skills | Mendocino College | 18 |
| 02/01/17 | Harassment Prevention for Supervisors - Biennial | LCW | 107 |
| 02/16/17 | Improving Communication | Mendocino College | 21 |
| 02/22/17 | Business Writing Skills | Mendocino College | 12 |
| 02/22/17 | A Guide to Implementing Public Employee Discipline | LCW Consortium | 29 |
| 02/22/17 | The Art of Writing the Performance Evaluation | LCW Consortium | 12 |
| 03/08/17 | Stress Management | Mendocino College | 21 |
| 03/21/17 | Emotional Intelligence | Mendocino College | 32 |
| 03/29/17 | Introduction to Excel | Mendocino College | 19 |
| 04/04/17 | Customer Service Skills | Mendocino College | 12 |
| 04/20/17 | Intermediate Excel | Mendocino College | 17 |
| 04/20/17 | Supervisor's Guide to Public Sector Employment Law | LCW Consortium | 6 |
| 04/20/17 | Advanced Fair Labor Standards Act | LCW Consortium | 3 |
| 04/26/17 | Dealing with Difficult People | Mendocino College | 31 |
| 05/03/17 | Advanced Excel | Mendocino College | 15 |
| 05/08/17 | Harassment Prevention for Supervisors - Biennial | LCW | 31 |
| 05/16/17 | Diversity | Mendocino College | 12 |
| 05/31/17 | Leadership Skills | Mendocino College | 20 |
| | | Total | 439 |

Employee Benefits

Annual Open Enrollment Schedule for 2017



County Open Enrollment Events are Attended
by 400-500 Employees and Dependents annually

Tuesday, October 17 – Fort Bragg
Wednesday, October 18 – Willits
Thursday, October 19 – Social Services
Friday, October 20 – Admin Building
December 1, 5:00 PM Deadline



Employee Benefits

Working on Wellness (MCWOW)



- Increase to \$500 Wellness Incentive in 2018
- Projected 7-10% increase or 40-50 new health screening participants
- Health screenings offered through September
- Participants then need to complete their Health Assessment by November 1, 2017 to earn the incentive for the 2018 calendar year
- All new **Health For The Holidays** Stress Reduction Challenge coming this November



Employee Benefits

Plush Care

- Implemented January 1, 2016
- \$39 - County Cost and \$10 - Employee Co-Pay



Past 12 months

\$7,802 - County Paid Contribution

\$2,010 - Employee Co-Pay

\$9,812 - Paid Total

Over \$5,000 in savings to employees and over \$11,000 in savings to the County in year one*

Human Resources – Agency Unit Update

- Improved communication between HR and HHSA Administration
- Improved HR communication with HHSA employees
- Development of HHSA specific reporting
- Improve and streamline HHSA internal HR related processes
- Increased presence at local and regional job fairs, career days, and placement events

Leadership Update

- Mendocino County Executive Leadership Team – MCELT
- Leadership Initiative Project Teams
- DiSC Assessment
- Leadership Reading Group
- Expanded Leadership Team Quarterly Meetings
- Annual Regional Training with Humboldt County

<https://www.youtube.com/watch?v=SUcsQRAb8Wg>

Pay for Performance/Employee Performance Measures

- Top Down Implementation
- Department Heads/Management
- Human Resources to Research Further