



# Mendocino County

## Legislation Details (With Text)

**File #:** 23-0516      **Version:** 1      **Name:**  
**Type:** Approval      **Status:** Consent Agenda  
**File created:** 4/24/2023      **In control:** Human Resources  
**On agenda:** 5/9/2023      **Final action:**  
**Title:** Adoption of Resolution Adopting the New Classification of Environmental Health Technician Assistant, \$41,496.00 - \$50,460.80/annually

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 23-085, 2. Resolution

Date	Ver.	Action By	Action	Result
5/9/2023	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** May 9, 2023

**Department Contact:** William Schurtz

**Phone:** 707.234.6600

**Department Contact:** Brandy Dalzell

**Phone:** 707.234.6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Resolution Adopting the New Classification of Environmental Health Technician Assistant, \$41,496.00 - \$50,460.80/annually

**Recommended Action/Motion:**

Adopt Resolution approving new classification of Environmental Health Technician Assistant, \$41,496.00 - \$50,460.80/annually; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 21, 2022, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2022-2023 Budget, Resolution Number 22-149.

**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.

Environmental Health requested the creation of a new classification for an Environmental Health Technician

Assistant (EH Tech Assistant). At its April 19, 2023 meeting, the Civil Service Commission approved the EH Tech Assistant classification. This position is necessary because the department continues to face challenges in recruitment even at the level of an Environmental Health Technician (EH Tech). Vacant positions in Environmental Health are among the most difficult to fill due to State Regulations imposing minimum requirements in the industry.

The EH Tech Assistant classification will have half of the minimum qualifications (15 units) of an EH Tech (30 units) and will now be an entry level position. The new classification (EH Tech Assistant) opens the door for more applicants, including those new to a career and to those with an interest in a science field.

At this time the department is not asking for an additional FTE or to add/delete. Should a qualified candidate be chosen, the department will underfill an existing classification.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**Does This Item Support the General Plan?** N/A

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisorial District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 4011

**current f/y cost:** None

**annual recurring cost:** None

**budget clarification:** The department is requesting the adoption of a new classification only. If a candidate selected, the department will underfill an existing classification.

**budgeted in current f/y:** No

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: May 9, 2023

Final Status: Adopted

Executed Item Type: Resolution Number: 23-085

