



Mendocino County

Legislation Details (With Text)

File #: 24-0343 **Version:** 1 **Name:**
Type: Approval **Status:** Consent Agenda
File created: 3/6/2024 **In control:** Human Resources
On agenda: 3/26/2024 **Final action:**
Title: Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 1020, Add 1.0 FTE Executive Division Manager \$110,323.20 - \$134,076.80/Annually and Delete 1.0 FTE Principal Administrative Analyst, Position Number 4386
Sponsors:
Indexes:
Code sections:
Attachments: 1. Resolution 24-044, 2. Resolution

Date	Ver.	Action By	Action	Result
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To: BOARD OF SUPERVISORS

From: Human Resources [Choose an item.](#)

Meeting Date: March 26, 2024

Department Contact: Brandy Dalzell **Phone:** 707-234-6600
Department Contact: Denise Bartolomei **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 1020, Add 1.0 FTE Executive Division Manager \$110,323.20 - \$134,076.80/Annually and Delete 1.0 FTE Principal Administrative Analyst, Position Number 4386

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 1020, add 1.0 FTE Executive Division Manager \$110,323.20 - \$134,076.80/annually and delete 1.0 FTE Principal Analyst, position number 4386; 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.

The Executive Office has requested the addition of 1.0 FTE for an Executive Division Manager and the deletion of 1.0 FTE, Principal Administrative Analyst. With the changes the County has experienced in the last year, the Executive Office has absorbed additional oversight of multiple divisions. The need for an Executive Division Manager is imperative to continue the support of multiple divisions with varying duties and responsibilities, and to ensure these divisions continue smooth operations at the highest level.

The impact shown below for this fiscal year is calculated at Step 5 during pay period 08-24 (March 31, 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 1020

current f/y cost: \$8,006.32 *includes cost of benefits*

budget clarification: Department will absorb additional costs.

annual recurring cost: \$227,930.56 *includes cost of benefits*

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

revenue agreement: N/A

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

FOR COB USE ONLY

Executed By: Atlas Pearson, Senior Deputy Clerk

Date: March 26, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-044

