



# Mendocino County

## Legislation Details (With Text)

**File #:** 16-1045      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Approved  
**File created:** 9/26/2016      **In control:** Human Resources  
**On agenda:** 10/18/2016      **Final action:** 10/18/2016  
**Title:** Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Museum, Budget Unit 7110 - Delete One (1) Full-Time Equivalent (FTE) Staff Assistant II; Add One (1) FTE Administrative Assistant; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent  
**Sponsors:** Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 16-030

Date	Ver.	Action By	Action	Result
10/18/2016	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 18, 2016

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Tim Mitchell

**Phone:** 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Museum, Budget Unit 7110 - Delete One (1) Full-Time Equivalent (FTE) Staff Assistant II; Add One (1) FTE Administrative Assistant; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

**Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Museum, budget unit 7110 - delete one (1) full-time equivalent (FTE) Staff Assistant II; add one (1) FTE Administrative Assistant; authorize the reclassification and salary adjustment of the affected incumbent; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for FY 2016 - 2017 Budget, Resolution No. 16-071.

**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 Museum is a small department comprised of five (5) full-time staff, including the Museum Director. Staff within the Museum can be expected to perform specialized functions in support of its varied programs, events, and services. The Museum Director has requested that the current Staff Assistant II position be reclassified to allow for a higher level of responsibility. The duties of this position include oversight of Visitor Services and the corresponding reception and gallery operations, scheduling and training volunteers, providing support to the Heritage Network, as well as performing activities related to the coordination of both special and recurring programs. Human Resources is recommending that the position be allocated as an Administrative Analyst [Assistant](#). The reclassification of the affected incumbent was approved by the Civil Service Commission on September 21, 2016. The department anticipated and budgeted for the increased salary within the current Fiscal Year budget allocation.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supplemental Information Available Online at:** For complete classification specifications, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

**Fiscal Impact:**

**Source of Funding:** BU 7110

**Current F/Y Cost:** \$10,910.97 Increase

**Budgeted in Current F/Y:** No

**Annual Recurring Cost:** \$15,760.28 Increase

**Supervisory District:** All

**Vote Requirement:** Majority

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

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**Comments:**