



# Mendocino County

## Legislation Details (With Text)

**File #:** 21-0271      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Consent Agenda  
**File created:** 2/16/2021      **In control:** Human Resources  
**On agenda:** 2/23/2021      **Final action:**  
**Title:** Adoption of Resolution Modifying the Cannabis Program Manager Classification Specification to Report Directly to the Board of Supervisors as an At-Will, Unrepresented Classification and Amending Position Allocation Table Accordingly  
**Sponsors:** Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 21-019, 2. 02#21.0271 HR Adopt Cannabis Program Manager RESO, 3. 02.23.21 #21-0271 HR Cannabis Program Manager Rev. 2.21 CS DRAFT, 4. 02-22-21 CCAG Correspondence, 5. 02-23-21 AuClair Correspondence

Date	Ver.	Action By	Action	Result
2/23/2021	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** February 23, 2021

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Modifying the Cannabis Program Manager Classification Specification to Report Directly to the Board of Supervisors as an At-Will, Unrepresented Classification and Amending Position Allocation Table Accordingly

**Recommended Action/Motion:**

Adopt Resolution Modifying the Cannabis Program Manager Classification Specification to report directly to the Board of Supervisors as an At-Will, Unrepresented classification and amending Position Allocation Table accordingly; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution Number 20-079. On October 2, 2018, the Board of Supervisors adopted Resolution No. 18-149. On December 5, 2017, the Board of Supervisors adopted Resolution No. 17-180.

**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 classification of Cannabis Program Manager was first adopted on December 5, 2017 through Resolution No. 17-180 as At-Will and Unrepresented, reporting directly to the Chief Executive Officer. On October 2, 2018, the Board of Supervisors adopted Resolution No. 18.149, which included modification of the position as a Civil Service classification, represented by Management Association and reporting the Agricultural Commissioner. The oversight of the Cannabis Program was later placed under Planning and Building Services, with a position allocated as Chief Planner; the previous incumbent under filled the position as a Sr. Program Manager serving as the Cannabis Program Manager. On February 9, 2021, the Board of Supervisors directed that, at least for now, the Cannabis Program Manager be appointed by the Board and report directly to the Board. Pursuant to that direction, the attached resolution returns the Cannabis Program Manager classification to an At-Will, un-represented classification appointed by and reporting to the Board. Based on Board direction, the Cannabis Program will remain under Planning and Building Services with the Cannabis Program Manager reporting to the Board and working closely with the Cannabis Program Ad Hoc committee. Current fiscal impacts shown below are reflected at Step 5 and include the cost of benefits for the remaining seven (7) pay periods in FY 2020-21.

**Alternative Action/Motion:**

Do not adopt recommendations and direct staff to study alternatives.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** Budget Unit 2810

**current f/y cost:** \$47,932.

**annual recurring cost:** \$178,032.

**budget clarification:** Position was budgeted and allocated as Chief Planner during FY-2020-21; no budget adjustment is anticipated at this time.

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

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

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Atlas Pearson, Deputy Clerk I

Date: February 25, 2021

Final Status: **Adopted**

Executed Item Type: **Resolution** Number: 21-019



