



Mendocino County

Legislation Details (With Text)

File #: 24-0380 **Version:** 1 **Name:**
Type: Approval **Status:** Consent Agenda
File created: 3/25/2024 **In control:** Human Resources
On agenda: 4/9/2024 **Final action:**
Title: Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4011, Add 1.0 FTE Office Services Supervisor, \$49,379.20 - \$60,0008.00/Annually, and Delete 1.0 FTE Administrative Secretary, Position No. 4590; and Authorizing Reclassification of Administrative Secretary, to Office Services Supervisor
Sponsors:
Indexes:
Code sections:
Attachments: 1. Resolution 24-050, 2. Resolution

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

From: Human Resources

Meeting Date: April 9, 2024

Department Contact: Denise Bartolomei **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 Amending the Position Allocation Table as Follows: Budget Unit 4011, Add 1.0 FTE Office Services Supervisor, \$49,379.20 - \$60,0008.00/Annually, and Delete 1.0 FTE Administrative Secretary, Position No. 4590; and Authorizing Reclassification of Administrative Secretary, to Office Services Supervisor

Recommended Action/Motion:

Adoption of resolution amending the position allocation table as follows: budget unit 4011, add 1.0 FTE Office Services Supervisor, \$49,379.20 - \$60,0008.00/annually, and delete 1.0 FTE Administrative Secretary, position no. 4590; authorize reclassification of Administrative Secretary, to Office Services Supervisor; 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.

At the request of the Environmental Health Division of Public Health, Human Resources completed a classification study of the Secretary incumbent. At its March 20, 2024, meeting, the Civil Service Commission approved the reclassification of the incumbent to Office Services Supervisor from Secretary. The current incumbent is underfilling the Administrative Secretary position number 4590.

The incumbent was assigned higher level duties and responsibilities beyond the classification. Following the study, the analysis completed by Human Resources resulted in the recommendation to reclass the incumbent to Office Services Supervisor.

The fiscal details shown below for this fiscal year is calculated at Step 5 during pay period 09-24 (April 14, 2024) and includes 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 4011

current f/y cost: **\$2,259.60** *Includes cost of benefits*

annual recurring cost: **\$102,013.60** *Includes cost of benefits*

budgeted in current f/y: No

if no, please describe: Department will work with fiscal and absorb additional costs.

revenue agreement: N/A

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: April 9, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-050

