



# Mendocino County

## Legislation Text

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File #: 17-0988, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources Choose an item.

**Meeting Date:** November 7, 2017

**Department Contact:** Heidi Dunham

**Phone:** (707) 234-6600

**Department Contact:** Tim Mitchell

**Phone:** (707) 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Adoption of the Classification of Air Quality Management District Program Manager, and Approval of Changes to the Position Allocation Table as Follows: Air Quality Management District, Budget Unit 0327 - Delete One (1) Full-Time Equivalent (FTE) Air Quality Management District Program Coordinator; Add One (1) FTE Air Quality Management District Program Manager; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

**Recommended Action/Motion:**

Adopt Resolution adopting the classification of Air Quality Management District Program Manager, and further authorizing changes to the Position Allocation Table as follows: Air Quality Management District, Budget Unit 0327 - delete one (1) FTE Air Quality Management District Program Coordinator; add one (1) FTE Air Quality Management District Program Manager; authorize the reclassification and salary adjustment of the affected incumbent; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2017-2018 Budget, Resolution No. 17-081.

**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.

Upon review of the current duties performed by the Air Quality Management District Program Coordinator, it was found that the incumbent is performing duties greater in scope than that of the current classification. These duties are similar to an Administrative Services Manager I or Program Manager; however, in that the work is still very much unique to Air Quality, HR staff created a new classification titled Air Quality Management District Program Manager. The newly developed classification specification provides for a more accurate description in the level of administrative, fiscal, and support oversight performed by the incumbent.

The new classification of Air Quality Management District Program Coordinator and the reclassification of the

affected incumbent were approved by the Civil Service Commission on September 20, 2017. The Air Quality Management District has not budgeted for the associated cost increase resulting from this addition. However, the office will endeavor to absorb the costs associated with this action without a budget adjustment. HR has conducted the necessary communications with the appropriate bargaining unit.

**Alternative Action/Motion:**

Direct staff to study alternatives.

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

**Fiscal Impact:**

**Source of Funding:** Budget Unit 0327

**Current F/Y Cost:** \$13,306 Increase

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

**Annual Recurring Cost:** \$21,623 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:** Choose an item.

**CEO Comments:**



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Executed By: Nadia Tipton

Date: November 8, 2017

Note to Department:

Executed Documents Returned to

Department: Originals \_\_\_\_\_ Copies

\_\_\_\_\_ Hand Delivered \_\_\_\_\_ Interoffice

Mail \_\_\_\_\_ Executed Agreement Sent to

Auditor? Y/N

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 17-157