



Mendocino County

Legislation Text

File #: 18-1958, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: August 7, 2018

Department Contact: Heidi Dunham

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Department Contact: Juanie Cranmer

Phone: 234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending the Position Allocation Table as Follows: Disaster Recovery, Budget Unit 2910 Add One (1) FTE Administrative Analyst II; HHSA, Budget Unit 5020, Delete One (1) FTE Staff Services Administrator

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Disaster Recovery, budget unit 2910 add one (1) FTE Administrative Analyst II; HHSA, budget unit 5020 delete one (1) FTE Staff Services Administrator; and authorize chair to sign same.

Previous Board/Board Committee Actions:

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation table for FY 2018-2019 Budget, Resolution No. 18-086.

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.

This request is to add an Administrative Analyst II position to Disaster Recovery Budget Unit 2910 in order to assign tasks related to on-going fire/disaster recovery efforts; this work is currently being performed by staff allocated to Health and Human Services Agency (HHSA), Budget Unit 5020. Allocating a position to Budget Unit 2910 assigns the funding from the proper source, more directly reflects the work being performed, and eliminates the need for journal entries to Budget Unit 5020. The costs shown below include the cost of benefits.

Alternative Action/Motion:

Do not adopt resolution and provide additional direction to staff.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 2910

Current F/Y Cost: \$774 increase

Budgeted in Current F/Y: Yes

Annual Recurring Cost: \$93,438

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:



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Executed By: Meribeth Dermond

Final Status: Adopted

Date: **AUGUST 7, 2018**

Executed Item Number: Resolution Item Number: 18-116