



Mendocino County

Legislation Text

File #: 24-0278, Version: 1

To: BOARD OF SUPERVISORS

From: Human Resources

Meeting Date: February 27, 2024

Department Contact: Denise Bartolomei

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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 2710, Add 1.0 FTE Staff Assistant III, \$41,142.40 - \$50,024.00/Annually and Delete 1.0 FTE Staff Assistant II, Position No. 472, \$37,315.20 - \$41,121.60/Annually

Recommended Action/Motion:

Adopt resolution amending the position allocation table as follows: budget unit 2710, add 1.0 FTE Staff Assistant III, \$41,142.40 - \$50,024.00/annually and delete 1.0 FTE Staff Assistant II, Position No. 472, \$37,315.20 - \$41,121.60/Annually; 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.

The Mendocino County Agricultural Department has requested to increase the 1.0 FTE Staff Assistant II allocation to a 1.0 FTE Staff Assistant III allocation in order for the department to assign higher-level duties to the position. This increase in allocation also creates a career ladder from journey level to the advanced level of duties.

The impact shown below for this fiscal year is calculated at Step 5 during pay period 06-24 (March 3, 2024) and includes the cost of benefits. The annual recurring cost shown below is calculated at Step 5 including 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 2710

current f/y cost: \$5,238.72 *Increase, includes cost of benefits*

budget clarification: Department will work with fiscal and absorb additional costs.

annual recurring cost: \$85,040.80 *Increase, includes cost of benefits*

budgeted in current f/y (if no, please describe): No

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: February 27, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-029

