



# Mendocino County

## Legislation Text

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File #: 19-0414, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** June 4, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Juanie Cranmer

**Phone:** 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Approval of Third Amendment to Board of Supervisors Agreement No. 17-128 with Koff and Associates for a Total Compensation Study and Evaluation of the County's Classification and Compensation Plan to Extend the Agreement Termination Date from June 30, 2019 to December 31, 2019

**Recommended Action/Motion:**

Approve third amendment to Board of Supervisors Agreement No. 17-128 with Koff and Associates for a Total Compensation Study and Evaluation of the County's Classification and Compensation Plan to extend the Agreement termination date from June 30, 2019 to December 31, 2019; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On October 18, 2017, the Board approved Agreement No. 17-128. On October 16, 2018 the Board approved Agreement No. 17-128-A1. On November 13, 2018 the Board approved Agreement No. 17-128-A2.

**Summary of Request:**

On October 17, 2017, the Board approved an Agreement with Koff and Associates (Koff) for a base salary study and evaluation of the County's Classification and Compensation Plan. On September 25, 2018, Katie Kaneko of Koff provided to the Board information covering the scope and purpose of the study, compensation methodologies, the study process, observations, and the timeline and plan for continuation of the review. On October 16, 2018, the Human Resources Director presented additional information to the Board regarding the project timeline and receiving direction to include total compensation as an element of the study. On April 16, 2019 Ms. Koff and the Human Resources Director provided the observations and findings of the study to date and provided requested clarification to the Board.

Human Resources is requesting to extend the Agreement to December 31, 2019 for continued technical support from Koff, to complete the staff training phase to shift from the Slavin method to the whole job method of job classification review and assessment, and to finalize any remaining work included in the original agreement.

**Alternative Action/Motion:**

Return to Human Resources with further direction.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** HR 1320, HHSA 5020

**current f/y cost:** GF \$50, 575 and Non GF \$41,425

**annual recurring cost:** N/A

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** N/A

**budget clarification:** No additional funding requested; amendment is to extend the term only.

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

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

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Lindsey Dunham, Deputy Clerk I

Date: June 6, 2019

Final Status:**Approved**

Executed Item Number: **Agreement** Number:  
17-128-A3

**Note to Department** Number of Original Agreements  
Returned to Dept: None Original Agreement Delivered to  
Auditor? Yes

