



Mendocino County

Legislation Text

File #: 21-1042, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: September 28, 2021

Department Contact: William Schurtz

Phone: 234.6600

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: Transfer from Budget Unit 2310 to Budget Unit 2860, 1.0 FTE Animal Control Officer PN4075; 1.0 FTE Supervising Animal Control Officer PN4074; Budget Unit 2860, Add 2.0 FTE Animal Control Officer; Budget Unit 2310, Delete 2.0 FTE Animal Control Officer Upon Vacancy or Final Transition of the Animal Control Function to Animal Care Services

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: transfer from Budget Unit 2310 to Budget Unit 2860, 1.0 FTE Animal Control Officer PN4075; 1.0 FTE Supervising Animal Control Officer PN4074; Budget Unit 2860, add 2.0 FTE Animal Control Officer; Budget Unit 2310, delete 2.0 FTE Animal Control Officer upon vacancy or final transition of the Animal Control function to Animal Care Services; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090. On August 31, 2021, the Board of Supervisors directed staff to take appropriate steps to transfer Animal Control Services from the Sheriff's Office to Animal Care Services.

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 transfer of Animal Control Services from the Sheriff's Office to Animal Care Services is expected to be complete by July 1, 2022. There are currently 4.0 FTE allocations (3.0 Animal Control Officer, 1.0 Supervising Animal Control Officer) in Sheriff's Office, Budget Unit 2310. Two (2) are vacant. Due to the need for the Sheriff's Office to continue to provide Animal Control Services until the transition is complete, coupled with the time it will take Animal Care Services to fill vacant Animal Control Officer positions and have incumbents in place in order for training time with current Animal Control Officers and to attend required Humane Training in January 2022, it is proposed that the 2.0 FTE vacant positions be transferred to Animal Care Services as follows: Position Number 4075, 1.0 FTE Animal Control Officer and Position Number 4074, 1.0 FTE Supervising Animal Control Officer.

It is further recommended that because the two (2) incumbent Animal Control Officers are not expected to transition from the Sheriff's Office to Animal Care Services, two (2.0) FTE positions be added to Animal Care Services effective with this Resolution. The two (2) currently filled Position Numbers 3878 and 3879 will remain in Sheriff's Office Budget Unit 2310; they will be deleted upon being vacated, or when the transition is complete.

This action will not result in any increase or decrease to costs, but will require the transfer of funds from Sheriff's Office Budget Unit 2310 to Animal Care Services Budget Unit 2860 as positions are filled. The fiscal impacts shown below are calculated at Step 5 including the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

How Does This Item Support the General Plan? This proposed action is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This action would be supportive in the ability of the County to deliver services to the public.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 2310/2860

current f/y cost: \$258,807

annual recurring cost: \$354,157

budget clarification: Budgeted in BU2310; transfer of funds to BU2860 will be necessary for new hires.

budgeted in current f/y: Yes

if no, please describe:

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, Deputy Clerk I

Date: September 29, 2021

Final Status:**Adopted**

Executed Item Type: **Resolution** Number: 21

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