



# Mendocino County

## Legislation Text

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File #: 24-0093, Version: 1

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**To: BOARD OF SUPERVISORS**

**From:** Human Resources

**Meeting Date:** January 23, 2024

**Department Contact:** William Schurtz

**Phone:** 707-234-6600

**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 1110, Add 1.0 FTE Senior Accountant-Auditor, \$78,062.40 - \$94,889.60/Annually, and Delete 1.0 FTE Accountant-Auditor II, Position No. 4523; and Authorizing Reclassification of Accountant-Auditor II to Senior Accountant-Auditor

**Recommended Action/Motion:**

Adoption of resolution amending the Position Allocation Table as follows: Budget Unit 1110, add 1.0 FTE Senior Accountant-Auditor, \$78,062.40 - \$94,889.60/annually, and delete 1.0 FTE Accountant-Auditor II, Position No. 4523; and authorizing reclassification of Accountant-Auditor II to Senior Accountant-Auditor; and authorize Chair to sign name.

**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.

At the request of the Acting Auditor-Controller, Treasurer-Tax Collector, Human Resources completed a classification study of Accountant-Auditor II incumbent. At its January 17, 2024, meeting, the Civil Service Commission approved the reclassification of Senior Accountant-Auditor from Accountant-Auditor II.

The impact shown below for this fiscal year is calculated at Step 5 during pay period 04-24 (February 4, 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 1110

**current f/y cost:** **\$7,585** *Includes cost of benefits*

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

**annual recurring cost:** **\$161,312** *Includes cost of benefits*

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

**revenue agreement:** N/A

**AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL:** Yes

**CEO Liaison:** Steve Dunncliff, Deputy CEO

**CEO Review:** Choose an item.

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: January 25, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-011

