



# Mendocino County

## Legislation Text

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File #: 19-0617, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** July 9, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Department Contact:** Tim Mitchell

**Phone:** 234.6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Adopting the New Classification of Sheriff's Business Services Officer, Salary Grade U42W

**Recommended Action/Motion:**

Adopt Resolution adopting the new classification of Sheriff's Business Services Officer, salary grade U42W; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 5, 2019, the Board approved the Fiscal Year 2019-20 proposed budget including changes to position allocations per Attachment E. On June 18, 2019, the Board Approved the Master Position Allocation Table for Fiscal Year 2019-20 Budget, Resolution No. 19-200

**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.

On June 5, 2019, as part of the Fiscal Year 2019-20 proposed budget process, the Board authorized changes to various position allocations per Attachment E in the proposed Fiscal Year 2019-20 Budget. Attachment E included the addition of one (1.0) full-time equivalency (FTE) allocation of Sheriff's Business Services Officer to Budget Unit 2310. This position and the proposed classification of Sheriff's Business Services Officer is the result of combining two (2.0) FTE management level positions in the Sheriff's Office to oversee all business, fiscal and personnel related operations rather than the previous utilization of one (1.0) FTE Administrative Services Manager II to oversee administration and fiscal activities and one (1.0) FTE Program Manager to oversee the Professional Standards Unit (personnel, training compliance, background, internal affairs, etc. activities). The combining of two (2) management-level positions into one (1) position results in an operations efficiency in the Sheriff's Office, as well as savings of approximately \$115,018 annually. The cost information shown in the fiscal details below is reflected at Step 5 of the proposed pay range and includes the cost of benefits. This classification is proposed as At-Will, Civil Service Exempt and unrepresented by bargaining group.

**Alternative Action/Motion:**

Do not approve Sheriff's Business Services Officer classification and direct staff.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** Budget Unit 2310

**current f/y cost:** \$159,907.

**annual recurring cost:** \$166,304.

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

**if no, please describe:**

**revenue agreement:** N/A

**budget clarification:** N/A

**Agreement/Resolution/Ordinance Approved by County Council:** 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: July 10, 2019

Final Status:**Adopted**

Executed Item Number: **Resolution**

Number: 19-204

