



Mendocino County

Legislation Text

File #: 20-0877, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: October 6, 2020

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 Authorizing Changes to the Position Allocation Table as Follows: Budget Unit 2310, Add One (1.0) FTE Account Specialist III; Delete One (1.0) Staff Assistant III, and Reclassification of Affected Incumbent Including Associated Salary Adjustment

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Budget Unit 2310, add one (1.0) FTE Account Specialist III; delete one (1.0) Staff Assistant III, and reclassification of affected incumbent including associated salary adjustment; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution Number 20-079.

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 Sheriff's Office submitted a request for classification study of Staff Assistant III incumbent. The study came about as a result of the Sheriff's Office having a need for accounting work to be performed in support of the fiscal and civil units of the department, and the subsequent assignment of those accounting duties to an incumbent Staff Assistant III. As a result of the study, Human Resources found the incumbent to be performing a significant number of accounting duties and very little of the clerical duties associated with Staff Assistant III. At Human Resources' recommendation, on September 16, 2020, the Civil Service Commission approved the reclassification of the incumbent Staff Assistant III to Account Specialist III. The fiscal impacts shown below include the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendations and direct staff to study alternatives.

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: \$53,199 (*\$3,382 Increase*)

annual recurring cost: \$76,842 (*\$4,886 Increase*)

budget clarification: Department will absorb the cost increase associated with this action in FY 20-21

budgeted in current f/y: No

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: **OCTOBER 7, 2020**

Final Status: Adopted

Executed Item Type: Resolution Number: 20
-130

