



# Mendocino County

## Legislation Text

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File #: 18-2003, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** August 21, 2018

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Beth Schwarz

**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: Budget Unit 6110 - Increase Position Number (PN) 3911 Library Assistant from .75 to 1.0 Full-Time Equivalent (FTE); PN 3912 Library Assistant from .50 to 1.0 FTE; PN 3913 Library Assistant from .50 to 1.0 FTE; PN 3914 Library Assistant from .50 to 1.0 FTE; PN 3915 Library Assistant from .50 to 1.0 FTE; PN 3488 Library Technician from .80 to 1.0 FTE

**Recommended Action/Motion:**

Adopt the Resolution amending the Position Allocation Table as follows: Budget Unit 6110 - increase PN 3911 Library Assistant from .75 to 1.0 FTE; PN 3912 Library Assistant from .50 to 1.0 FTE; PN 3913 Library Assistant from .50 to 1.0 FTE; PN 3914 Library Assistant from .50 to 1.0 FTE; PN 3915 Library Assistant from .50 to 1.0 FTE; PN 3488 Library Technician from .80 to 1.0 FTE; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation table for the FY 2018-2019 Budget, Resolution No. 18-086.

**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 Library has requested to increase the hours allocated to six (6) positions, changing them each from their respective allocations of .50, .75, and .80, to 1.0 FTE. The FTE allocations were approved as part of the Fiscal Year 2018-19 budget process in June, 2018. The increase in hours will allow the Library to meet staffing needs in the Fort Bragg, Ukiah, and Willits libraries. The fiscal impact calculations below represent the combined amounts, using the Step 5 salary for each classification.

**Alternative Action/Motion:**

Do not adopt resolution and provide direction to staff.

Supplemental Information Available Online at: N/A

**Fiscal Impact:**

**Source of Funding:** Budget Unit 6110 (non-  
General Fund)

**Current F/Y Cost:** \$279,594 (\$111,614 Increase)

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** \$330,429  
(\$131,908 Increase)

**Supervisorial District:** All

**Vote Requirement:** Majority

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

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

**CEO Review:** Yes

**CEO Comments:**



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Executed By: Meribeth Dermond

Final Status: Adopted

Date: **AUGUST 22, 2018**

Executed Item Number: Resolution Item Number: 18-128