



# Mendocino County

## Legislation Text

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**File #:** 19-0282, **Version:** 1

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TO: Board of Supervisors  
FROM: Human Resources  
MEETING DATE: April 9, 2019

DEPARTMENT CONTACT:  
Heidi Dunham  
PHONE:  
234.6600

ITEM TYPE: Consent Agenda

TIME ALLOCATED FOR ITEM: NA

**AGENDA TITLE:**

Adoption of Resolution Amending the Position Allocation Table as Follows: Move from Budget Unit 2710 Agriculture to Budget Unit 2810 Cannabis Program: 1.0 FTE Administrative Assistant and 1.0 FTE Program Administrator

**RECOMMENDED ACTION/MOTION:**

Adopt Resolution amending the Position Allocation table as follows: move from Budget Unit 2710 Agriculture to Budget Unit 2810 Cannabis Program: 1.0 FTE Administrative Assistant and 1.0 FTE Program Administrator; 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 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.

During Fiscal Year 2016-17, 1.0 full time equivalent (FTE) Administrative Assistant position for Cannabis Program activities was allocated to Agriculture Budget Unit 2710 and 1.0 FTE Cannabis Manager was allocated to Budget Unit 1020. In March 2018, the Cannabis Program Budget Unit 2810 was created as a mechanism for tracking cannabis cultivation program costs. During the budget process for Fiscal Year 2018-19, the Cannabis Program Manager allocation was moved from Budget Unit 1020 to Budget Unit 2810. In addition, 1.0 FTE Staff Assistant III was added to Budget Unit 2810. Two (2) Cannabis Program specific positions remain allocated to Budget Unit 2710: 1.0 FTE Administrative Assistant position no. 4069, and 1.0 FTE Program Administrator position no. 4257. This request serves to move these positions from Agriculture budget unit 2710 to Cannabis Program Budget Unit 2810.

The proposed changes are cost neutral as the positions are moving without changes salary or benefits from one budget unit to another.

**ALTERNATIVE ACTION/MOTION:**

Do not adopt the Resolution and provide direction to staff.

SUPERVISORIAL DISTRICT: ALL

VOTE REQUIREMENT: Majority

SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT: N/A

FISCAL DETAILS:

SOURCE OF FUNDING: Budget Unit 2810

BUDGETED IN CURRENT F/Y: Yes

CURRENT F/Y COST: N/A

IF NO, PLEASE DESCRIBE:

ANNUAL RECURRING COST: N/A

REVENUE AGREEMENT: N/A

BUDGET CLARIFICATION:

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: Lindsey Dunham, Deputy Clerk

Final Status: ADOPTED

Date: April 10, 2019

Executed Item Number: RESOLUTION Number: 19-157

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