



# Mendocino County

## Legislation Text

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File #: 19-0751, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** September 10, 2019

**Department Contact:** Cherie Johnson

**Phone:** 234-6600

**Department Contact:** Juanie Cranmer

**Phone:** 234-6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 10 Min.

**Agenda Title:**

Discussion and Possible Action Including Adoption of a Resolution Adopting the New Classification of Sheriff's Legal Specialist, \$1,664.80 - \$2,023.20, and Authorizing Changes to the Position Allocation Table as Follows: Sheriff-Coroner, Budget Unit 2310 - Delete 1.0 FTE Legal Secretary II; Add 1.0 FTE Sheriff's Legal Specialist; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent (Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt Resolution adopting the classification of Sheriff's Legal Specialist \$1,664.80 - \$2,023.20, and authorizing changes to the Position Allocation Table as follows: Sheriff-Coroner, Budget Unit 2310 - delete 1.0 FTE Legal Secretary II; add 1.0 FTE Sheriff's Legal Specialist; authorize the Chair to sign same; and further authorize the reclassification and salary adjustment of the affected incumbent.

**Previous Board/Board Committee Actions:**

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.

Following a study conducted at the request of the Sheriff's Office, Human Resources determined that the Legal Secretary II assigned to the Civil Division of the Sheriff's Office is performing duties that exceed the classification's description. In that the work and assignments are very much unique to the Civil Division, Human Resources developed and recommends adoption of the classification of Sheriff's Legal Specialist. The newly developed classification specification provides for a more accurate description regarding the complexity and technical nature of the duties performed.

The Civil Service Commission approved the new classification at their regular meeting on July 17, 2019. Human Resources has fulfilled its communication obligations with the affected bargaining unit. The costs

reflected below under the Fiscal Details sections were calculated using Step 5 of the pay rate and include the cost of benefits. The Sheriff's Office will endeavor to absorb any increase in costs resulting from the new position through its current Fiscal Year allocations.

**Alternative Action/Motion:**

Do not approve request 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 2310

**current f/y cost:** \$67,630 (\$6,275 Increase)

**annual recurring cost:** \$83,732 (\$7,769 Increase)

**budgeted in current f/y:** No

**if no, please describe:** S.O. will absorb any costs.

**revenue agreement:** N/A

**budget clarification:** The Sheriff's Office will endeavor to absorb any additional costs resulting from this increase within their existing budget allocations.

**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: Lindsey Dunham, Deputy Clerk I

Date: September 12, 2019

Final Status:**Adopted**

Executed Item Number: **Resolution** Number:  
19-340

