



# Mendocino County

## Legislation Text

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File #: 24-0274, Version: 1

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**To: BOARD OF SUPERVISORS**

**From:** Human Resources

**Meeting Date:** February 27, 2024

**Department Contact:** Denise Bartolomei

**Phone:** 707-234-6600

**Department Contact:** Brandy Dalzell

**Phone:** 707-234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 1120, Add 2.0 FTE Real Property Appraiser III, \$72,488.00 - \$88,088.00/Annually and Delete 2.0 FTE Real Property Appraiser II \$65,520.00 - \$79,664.00/Annually, Position Number 4662 and 4663

**Recommended Action/Motion:**

Adopt Resolution amending the position allocation table as follows: budget unit 1120, add 2.0 FTE Real Property Appraiser III, \$72,488.00 - \$88,088.00/annually and delete 2.0 FTE Real Property Appraiser II \$65,520.00 - \$79,664.00/annually, position number 4662 and 4663; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 20, 2023, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2023-2024 Budget, Resolution Number 23-109

**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 December 19, 2023, the Board of Supervisor approved Resolution No. 23-196 adding 2.0 FTE Real Property Appraiser II. It has been determined that the request should have been for Real Property Appraiser III. At this time, the department requests to delete the recently added Real Property Appraiser II, position number 4662 and 4663 and replace them with 2.0 Full-Time Equivalent (FTE) positions for Real Property Appraisers III. The inclusion of these 2.0 FTEs is essential to the efficient recruitment and onboarding of qualified personnel, enabling the department to address the existing backlog effectively.

As previously stated in Resolution 23-196, increased staffing will not only contribute to execution of the backlog but also play an important role in sustaining and enhancing revenue generation for the County. By investing in these additional resources, the Assessor's Office aims to streamline operations, meet organizational objectives, and ensure fiscal success for Mendocino County. By replacing the level II with level III in the series, this also allows the department to (1) provide a career ladder for the entry or journey level and or (2) allows the department to hire an advanced journey level candidate.

The impact shown below for this fiscal year is calculated at Step 5 during the pay period 06-24 (March 3, 2024) and includes the cost of benefits. The annual recurring cost shown is calculated at Step 5 including the cost of benefits.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisory District:** All

**Vote Requirement:** Majority

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

**Fiscal Details:**

**source of funding:** Budget Unit 1120

**current f/y cost:** \$9,914.40 *Increase, includes cost of benefits*

**budget clarification:** Department will work with fiscal and absorb additional costs.

**annual recurring cost:** \$299,499.20 *Increase, includes cost of benefits*

**budgeted in current f/y (if no, please describe):** No

**revenue agreement:** N/A

**AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL:** Yes

**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: February 27, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-027

