



Mendocino County

Legislation Text

File #: 16-931, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: September 13, 2016

Department Contact: Heidi Dunham

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 2830 - Office of Emergency Services, Delete One (1) FTE Program Manager; Add One (1) FTE Emergency Services Coordinator

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: budget unit 2830 - Office of Emergency Services, delete one (1) FTE Program Manager; add one (1) FTE Emergency Services Coordinator; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation table for FY 2016-2017 Budget, Resolution No. 16-071.

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.

Since 2009, a Program Manager position has been utilized to perform duties associated with the Office of Emergency Services, with a Sheriff's Lieutenant having significant performance of some of the duties as well as oversight of the Program Manager. The position is currently vacant, during review of filling the position, the Executive Office and the Sheriff's Office recommend reverting back to using the Emergency Service Coordinator classification as was used prior to 2009 when the position reported directly to the CEO, this will enable the incumbent to perform the full range of duties and responsibilities associated with emergency services. The Sheriff's Office has indicated the costs will be absorbed within the existing budget allocation, without a budget adjustment.

Alternative Action/Motion:

Direct Staff to study alternatives

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 2830

Current F/Y Cost: \$3,582. 00

Budgeted in Current F/Y: Yes

Annual Recurring Cost: \$5,173.00

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Alan D. Flora, Assistant CEO

CEO Review: Yes

Comments: