



# Mendocino County

## Legislation Text

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File #: 21-1136, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 19, 2021

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 15 Min

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Sheriff's Office Budget Unit 2310 - Add 1.0 FTE Network Systems Analyst II (Sponsor: Human Resources)

**Recommended Action/Motion:**

Discussion and possible action including adopt Resolution amending the Position Allocation Table as follows: Sheriff's Office Budget Unit 2310 - Add 1.0 FTE Network Systems Analyst II; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090. On August 31, 2021, the Board of Supervisors directed Human Resources to work with the Sheriff's Office and bring back a recommendation at a subsequent meeting.

**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 August 31, 2021 discussion ensued over the November 2019 request by Mendocino County Sheriff's Office (MCSO) to reclassify (add/delete) vacant Public Safety Dispatcher to a Network Systems Analyst II, in Budget Unit 2310. This request was the result of the retirement of a Public Safety Dispatcher who had been assigned duties in support of the MCSO IS staff and the MCSO's belief that their needs would be better met with a Network Systems Analyst. In accordance with Policy 22, Human Resources sought the approval of Information Services (IS) leadership to add an IS position to a department other than the centralized Information Services Department. After a series of meetings and emails between November 2019 and September 2020, in which IS recommended an Information Systems Specialist be allocated to the centralized IS Department, Budget Unit 1960 to provide dedicated support to the MCSO, there was no further discussion or direction given to Human Resources. The request was not submitted to the Board for their consideration/adoption. The Public Safety Dispatcher position is no longer vacant as it was in November 2019, nor does the MCSO have a vacant position to put forth to help cover the cost of funding. Therefore, the

MCSO will require a budget adjustment to fund the addition of one (1.0) Full Time Equivalent (FTE) Network Systems Analyst II Budget Unit 2310.

The current year fiscal impact and annual recurring costs shown below reflect wages at Step 5 (including cost of benefits) of 1.0 FTE Network Systems Analyst II.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**How Does This Item Support the General Plan?** N/A

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** Budget Unit 2310

**current f/y cost:** \$97,441

**annual recurring cost:** \$158,342

**budget clarification:** MCSO will work with the County Budget Team on a budget adjustment.

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

**if no, please describe:** Budget Adjustment will be needed

**revenue agreement:** N/A

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

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

**CEO Review:** Yes

**CEO Comments:**

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Executed By: Atlas Pearson, Deputy Clerk I

Date: October 20, 2021

Final Status:**No Action Taken**

