



# Mendocino County

## Legislation Text

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File #: 24-0271, 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 2310, Add 1.0 FTE Program Administrator, \$74,048.00 - \$90,022.40/Annually and Delete 1.0 FTE Program Manager, Position No. 4375, \$88,296.00 - \$107,328/Annually

**Recommended Action/Motion:**

Adopt Resolution amending the position allocation table as follows: Budget unit 2310, add 1.0 FTE Program Administrator, \$74,048.00 - \$90,022.40/annually and delete 1.0 FTE Program Manager, position No. 4375, \$88,296.00 - \$107,328/Annually; 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.

The Sheriff's Department has requested the addition of 1.0 FTE Program Administrator and the deletion of 1.0 FTE, Program Manager, position number 4375. The Sheriff's Office is restructuring its Professional Standards Bureau to streamline services while reducing overall budget related to General Fund salaries in budget unit 2310. Currently position number 4375 is vacant and the staffing need is equivalent to the duties and responsibilities of a Program Administrator.

The impact shown below for this fiscal year is calculated at Step 5 during pay period 06-24 (March 3, 2024) and includes the cost of benefits. The annual recurring cost shown below 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 2310

**current f/y cost:** (\$10,183.68) *Combined savings, includes cost of benefits*

**budget clarification:**

**annual recurring cost:** (\$29,419.52), *Combined savings, includes cost of benefits*

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

**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: 24-028

