



# Mendocino County

## Legislation Details (With Text)

**File #:** 17-0192      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Consent Agenda  
**File created:** 3/15/2017      **In control:** Human Resources  
**On agenda:** 4/18/2017      **Final action:**  
**Title:** Adoption of Resolution Adopting Changes to the Position Allocation Table as Follows: Health and Human Services Agency (HHSA), Budget Unit (BU) 4050 - Delete Two (2) Full-Time Equivalent (FTE) Staff Assistant II and Add Two (2) FTE Staff Assistant III; Budget Unit 5010 - Delete One (1) FTE Account Specialist II, and One (1) FTE Staff Assistant II, and Add One (1) FTE Senior Program Manager, and One (1) FTE Program Administrator

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 17-053

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**To: Board of Supervisors**

**From:** Human Resources

**Meeting Date:** April 18, 2017

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Jason Mathis

**Phone:** 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Adopting Changes to the Position Allocation Table as Follows: Health and Human Services Agency (HHSA), Budget Unit (BU) 4050 - Delete Two (2) Full-Time Equivalent (FTE) Staff Assistant II and Add Two (2) FTE Staff Assistant III; Budget Unit 5010 - Delete One (1) FTE Account Specialist II, and One (1) FTE Staff Assistant II, and Add One (1) FTE Senior Program Manager, and One (1) FTE Program Administrator

**Recommended Action/Motion:**

Adopt Resolution adopting changes to the Position Allocation Table as follows: BU 4050 - delete two (2) FTE Staff Assistant II and add two (2) FTE Staff Assistant III; BU 5010 - delete one (1) FTE Account Specialist II, and one (1) FTE Staff Assistant II, and add one (1) FTE Senior Program Manager, and one (1) FTE Program Administrator; 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 grades adjustments, analyze allocations, and make recommendations for addition, modifications, and corrections.

Within BU 4050, HHSA is seeking to delete two (2) vacant Staff Assistant II positions, Position Nos. 2989, and Position No. 2984, and to add two Staff Assistant III positions. The positions have evolved into more detailed positions with responsibilities and duties consistent with that of a Staff Assistant III. The department has confirmed that any associated costs will be absorbed within existing departmental budget allocation.

Within BU 5010, HHSA is further seeking to delete Account Specialist II, Position No. 0966, and in turn to add a Senior Program Manager. The Senior Program Manager position is requested to oversee the IHSS program and is an allowable cost to the IHSS Maintenance of Effort (MOE), resulting in no additional cost to the County General Fund. HHSA is seeking to delete Staff Assistant II, Position No. 1249, to add a Program Administrator. A full time Program Administrator position would be utilized to support the Emergency Winter Shelter and Sustainable Housing. It is funded through Budget Unit 5010 and will be no cost to the General Fund.

**Alternative Action/Motion:**

Provide direction to staff.

**Supplemental Information Available Online at:** N/A  
**AS**

**Fiscal Impact:**

**Source of Funding:** 4050/5010

**Current F/Y Cost:** \$1,443.12 (4050) \$14,468.37 (5010)

**Supervisory District:** All

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** \$9,380.30 (4050)  
\$94,044.41 (5010)

**Vote Requirement:** Majority

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

---

**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**Comments:**