



Mendocino County

Legislation Details (With Text)

File #: 20-0220 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 3/6/2020 **In control:** Human Resources
On agenda: 5/19/2020 **Final action:**
Title: Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4052: Add 1.0 FTE Department Analyst II and .25 FTE Staff Assistant II; as Administrative Clean-Up, Move 1.0 FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052
(Sponsor: Human Resources)
Sponsors: Human Resources

Indexes:

Code sections:

Attachments: 1. 05.19.20 #20.0220 HR Measure B PAT Changes - RESO, 2. Department Analyst I-II 6-08

Date	Ver.	Action By	Action	Result
5/19/2020	1	Board of Supervisors	Adopted and Chair is authorized to sign same;	Fail
5/19/2020	1	Board of Supervisors	Adopted and Chair is authorized to sign same;	Fail
5/19/2020	1	Board of Supervisors	Adopted and Chair is authorized to sign same;	Fail
5/19/2020	1	Board of Supervisors	Adopted and Chair is authorized to sign same;	Pass

To: Board of Supervisors

From: Human Resources

Meeting Date: May 19, 2020

Department Contact: William Schurtz

Phone: 707.234.6600

Department Contact: Juanie Cranmer

Phone: 707.234.6600

Item Type: Regular Agenda

Time Allocated for Item: 10 Mins.

Agenda Title:

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4052: Add 1.0 FTE Department Analyst II and .25 FTE Staff Assistant II; as Administrative Clean-Up, Move 1.0 FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052
(Sponsor: Human Resources)

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 4052: add 1.0 FTE Department Analyst II and .25 FTE Staff Assistant II; as administrative clean-up, move 1.0 FTE Administrative

Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052, and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 18, 2019, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2019-2020 Budget, Resolution number 19-200. On February 26, 2020, the Mental Health Treatment Act Citizen's Oversight Committee approved agenda item 3c Discussion and Possible Action Regarding Update on Measure B Project Manager and Potential Need for Additional Measure B Project Staff Support; approving recommendation to the Board of Supervisors, the hiring of one (1.0) FTE Analyst and part-time Staff Assistant (.25 FTE).

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.

This request to add 1.0 full-time equivalency (FTE) Department Analyst II and .25 FTE Staff Assistant II allocations will provide staffing to perform duties in support of the Mental Health Treatment Act - Administrative Project Manager - Measure B.

The Department Analyst II position will serve as a Team Leader or Liaison concerning internal and some third-party efforts during creation and/or renovation of facilities approved and funded by Measure B. The Analyst may also collect and interpret data concerning mental health, homelessness, specific medical ailments, and substance use in order to determine connections and how these people are being met or underserved in Mendocino County; a unique advantage of Measure B due to its broad intent. The Analyst will also be able to help the Project Manager with important tasks, such as billing and other essential duties. This member of the Project B team will ensure redundant fiscal care (minimizing risk) and will have the capacity to help the infrastructure processes as well as the operations, business, and systems collaboration move at a faster rate due to reduced workload in regard to the Project Manager.

The part-time (.25 FTE) Staff Assistant II will primarily support the Committee. Meetings, agendas, tracking and preparing recommendations to the Board of Supervisors, event coordination, and possibly, accounts payable and receivable for Measure B will become part of the Staff Assistant's role.

The fiscal impacts associated with this request include wages and the cost of benefits calculated at Step 5. The class specification for Department Analyst II is provided.

In addition to the above, this item includes administrative clean-up to move one (1) FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052. There are no additional costs involved as a result of this proposed budget unit move.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: BU 4052

budgeted in current f/y: No

current f/y cost: \$35,200

annual recurring cost: \$152,534

budget clarification: Funding is available in Budget Unit 4052 for this position.

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

if no, please describe:

revenue agreement: No

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Executed By: Lindsey Dunham, Senior Deputy Clerk

Date: May 21, 2020

Final Status: **Rejected**



Note to Department Item to return on Consent Calendar,
meeting date 6-9-20