



# Mendocino County

## Legislation Details (With Text)

**File #:** 20-0877 **Version:** 1 **Name:**  
**Type:** Resolution **Status:** Consent Agenda  
**File created:** 9/18/2020 **In control:** Human Resources  
**On agenda:** 10/6/2020 **Final action:**  
**Title:** Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Budget Unit 2310, Add One (1.0) FTE Account Specialist III; Delete One (1.0) Staff Assistant III, and Reclassification of Affected Incumbent Including Associated Salary Adjustment  
**Sponsors:** Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 20-130, 2. 10.6.20 #20-0877 HR Position Allocation Table Changes MCSO RESO

Date	Ver.	Action By	Action	Result
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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 6, 2020

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**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 2310, Add One (1.0) FTE Account Specialist III; Delete One (1.0) Staff Assistant III, and Reclassification of Affected Incumbent Including Associated Salary Adjustment

### **Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Budget Unit 2310, add one (1.0) FTE Account Specialist III; delete one (1.0) Staff Assistant III, and reclassification of affected incumbent including associated salary adjustment; and authorize Chair to sign same.

### **Previous Board/Board Committee Actions:**

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution Number 20-079.

### **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 Office submitted a request for classification study of Staff Assistant III incumbent. The study came about as a result of the Sheriff's Office having a need for accounting work to be performed in support of the fiscal and civil units of the department, and the subsequent assignment of those accounting duties to an incumbent Staff Assistant III. As a result of the study, Human Resources found the incumbent to be performing a significant number of accounting duties and very little of the clerical duties associated with Staff Assistant III. At Human Resources' recommendation, on September 16, 2020, the Civil Service Commission approved the reclassification of the incumbent Staff Assistant III to Account Specialist III. The fiscal impacts shown below include the cost of benefits.

**Alternative Action/Motion:**

Do not adopt recommendations and direct staff to study alternatives.

**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:** \$53,199 (\$3,382 Increase)

**annual recurring cost:** \$76,842 (\$4,886 Increase)

**budget clarification:** Department will absorb the cost increase associated with this action in FY 20-21

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

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

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Deputy Clerk I

Date: OCTOBER 7, 2020

Final Status: Adopted

Executed Item Type: Resolution Number: 20-130

