



Mendocino County

Legislation Details (With Text)

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| File #: | 21-0622 | Version: | 1 | Name: | |
| Type: | Resolution | Status: | | Consent Agenda | |
| File created: | 5/21/2021 | In control: | | Human Resources | |
| On agenda: | 6/8/2021 | Final action: | | | |
| Title: | Adoption of Resolution Authorizing Adoption of New Classification of Payroll Manager, Salary No. 3809; Abolishment of Payroll Officer, Salary No. 3056; Amendment of Position Allocation Table for Budget Units 1110 as follows: Add 1.0 FTE Payroll Manager, Delete 1.0 FTE Payroll Officer; and Reclassification of Incumbent Payroll Officer to Payroll Manager | | | | |
| Sponsors: | Human Resources | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | 1. Resolution 21-081, 2. 06.08.21 #21-0622 HR Adopt Payroll Manager Amend PAT Reso.pdf, 3. 06.08.21 #21-0622 HR Adopt Payroll Manager Class Spec 6.2021.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|----------|------|----------------------|--------|--------|
| 6/8/2021 | 1 | Board of Supervisors | | |

To: Board of Supervisors

From: Human Resources

Meeting Date: June 8, 2021

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 Adoption of New Classification of Payroll Manager, Salary No. 3809; Abolishment of Payroll Officer, Salary No. 3056; Amendment of Position Allocation Table for Budget Units 1110 as follows: Add 1.0 FTE Payroll Manager, Delete 1.0 FTE Payroll Officer; and Reclassification of Incumbent Payroll Officer to Payroll Manager

Recommended Action/Motion:

Adopt Resolution authorizing adoption of new classification of Payroll Manager, Salary No. 3809; abolishment of Payroll Officer, Salary No. 3056; amendment of Position Allocation Table for Budget Units 1110 as follows: add 1.0 FTE Payroll Manager, delete 1.0 FTE Payroll Officer; reclassification of incumbent Payroll Officer to Payroll Manager; 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. On October 2, 2018, the Board of Supervisors adopted Resolution Number 18-150 amending Resolution Number 10-006 Implementing the Terms and Conditions of

Employment for Unrepresented Management Employees and Exempt Elected Officials.

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.

At the request of the Auditor-Controller's Officer Human Resources conducted a study of the current Payroll Officer. The classification of Payroll Officer is described as a first-line supervisor and lead on complex payroll functions; however, the incumbent Payroll Officer works under limited direction and has management-level responsibility for the County's centralized payroll system, all related activities and staff; this responsibility level is similar to that of Chief Deputy Auditor-Controller, having oversight of a major function of the Auditor-Controller's Office. The at-will, unrepresented classification of Payroll Manager has been developed and is recommended for Board adoption along with the reclassification of the incumbent and abolishment of the Payroll Officer classification. The proposed wage for Payroll Manager, Salary No. 3809 (\$81,598.40 - \$99,174.40/annually) is aligned with the Chief Deputy Auditor Controller. Pursuant to salary adjustment agreement of the Mendocino County Department Head Association Memorandum of Understanding, effective September 5, 2021, the Payroll Manager pay should be adjusted in an amount necessary to maintain the alignment with the Chief Deputy Auditor Controller.

The current year fiscal impacts shown below reflect increased wages (including cost of benefits) at step 2 of Payroll Manager for the remainder of this fiscal year. The annual recurring costs shown below reflect wages (including cost of benefits) of Payroll Manager at Step 2.

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 1110

current f/y cost: \$400. *Increase*

annual recurring cost: \$85,675

budget clarification: N/A

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: June 9, 2021

Final Status: Adopted

Executed Item Type: Resolution Number: 21-081

