



Mendocino County

Legislation Details (With Text)

File #: 21-0671 **Version:** 1 **Name:**
Type: Resolution **Status:** Consent Agenda
File created: 6/3/2021 **In control:** Human Resources
On agenda: 6/22/2021 **Final action:**
Title: Adoption of Resolution Authorizing Amendment to Position Allocation Table for Budget Unit 7110 as Follows: Adopt New Classifications and Add 1.0 FTE Museum Administrator, Salary No. 2942 and 1.0 FTE Museum Technician, Salary No. 1986; Delete 1.0 FTE Administrative Assistant; Salary Revision of Museum Curator from Salary No. 2251 to Salary No. 2658 and Reclassification of Incumbent Staff Assistant II to Museum Technician
Sponsors: Human Resources
Indexes:
Code sections:
Attachments: 1. Resolution 21-091

Date	Ver.	Action By	Action	Result
6/22/2021	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: June 22, 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 Amendment to Position Allocation Table for Budget Unit 7110 as Follows: Adopt New Classifications and Add 1.0 FTE Museum Administrator, Salary No. 2942 and 1.0 FTE Museum Technician, Salary No. 1986; Delete 1.0 FTE Administrative Assistant; Salary Revision of Museum Curator from Salary No. 2251 to Salary No. 2658 and Reclassification of Incumbent Staff Assistant II to Museum Technician

Recommended Action/Motion:

Adopt Resolution authorizing amendment to Position Allocation Table for Budget Unit 7110 as follows: adopt new classifications and add 1.0 FTE Museum Administrator, Salary No. 2942 and 1.0 FTE Museum Technician, Salary No. 1986; delete 1.0 FTE Administrative Assistant; salary revision of Museum Curator from Salary No. 2251 to Salary No. 2658 and reclassification of incumbent Staff Assistant II to Museum Technician; 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.

At the request of Cultural Services Director, Human Resources conducted a study of Administrative Assistant and Museum Curator; additionally, during the study it was determined that the Museum is in need of a classification that more directly reflects the work performed than the current Program Administrator allocation (vacant). The classification of Museum Administrator was developed to reflect the work performed and the knowledge, skills and abilities required to perform the work. Human Resources found the classification of Administrative Assistant does not address the technical paraprofessional duties being performed in support of the Museum. The Museum Curator classification specification did not depict the professional level work performed, nor supervisory duties that have been assigned to the Museum Curator. The Civil Service Commission approved new classifications of Museum Administrator and Museum Technician, the addition of supervisory duties and other modifications to Museum Curator, and the reclassification of the incumbent Staff Assistant II to Museum Technician.

For the purposes of pay adjustments slated for SEIU represented classifications July 11, 2021, Museum Administrator should receive a pay adjustment to maintain it at the same pay range as Program Administrator; Museum Technician should receive pay adjustment to maintain it at the same pay range as Library Associate; Museum Curator should receive an adjustment that maintains it at the same pay range as Branch Librarian.

The County has fulfilled its obligations with the affected bargaining unit as required by Meyers-Milias-Brown Act (MMBA).

The current year fiscal impacts shown below reflect wages (including cost of benefits) at step 5 of the proposed new classifications and salary revision. The annual recurring costs shown below reflect wages (including cost of benefits) at Step 5.

Alternative Action/Motion:

Do not adopt recommendations and direct staff.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 7110

current f/y cost: \$358,517

annual recurring cost: \$362,635

budget clarification: Budget in FY 2021-22

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: [Choose an item.](#)

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: June 25, 2021

Final Status: Adopted

Executed Item Type: Resolution Number: 21-091

