



Mendocino County

Legislation Details (With Text)

File #: 21-1002 **Version:** 1 **Name:**

Type: Resolution **Status:** Consent Agenda

File created: 8/30/2021 **In control:** Human Resources

On agenda: 9/14/2021 **Final action:**

Title: Adoption of Resolution Adopting the New or Revised Classifications and Establishing the Salary of Code Enforcement Officer I, Code Enforcement Officer II, Supervising Code Enforcement Officer, Code Enforcement Officer Manager, and Amending Position Allocation Table as Follows: Planning and Building Services, Budget Unit 2851; Add 8.0 FTE Code Enforcement Officer II, Add 2.0 Supervising Code Enforcement Officer, Add 1.0 Code Enforcement Manager; Delete 4.0 Code Enforcement Officer I, Delete 1.0 Administrative Assistant; Authorize the Reclassification and Related Pay Adjustment of Three (3) Incumbents and Y-rating of Two (2) Incumbents

Sponsors: Human Resources

Indexes:

Code sections:

Attachments: 1. Resolution 21-136, 2. 09.14.21 #21-1002 HR Planning Amend PAT Budget Unit 2851 Reso.pdf

Date	Ver.	Action By	Action	Result
9/14/2021	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: September 14, 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 Adopting the New or Revised Classifications and Establishing the Salary of Code Enforcement Officer I, Code Enforcement Officer II, Supervising Code Enforcement Officer, Code Enforcement Officer Manager, and Amending Position Allocation Table as Follows: Planning and Building Services, Budget Unit 2851; Add 8.0 FTE Code Enforcement Officer II, Add 2.0 Supervising Code Enforcement Officer, Add 1.0 Code Enforcement Manager; Delete 4.0 Code Enforcement Officer I, Delete 1.0 Administrative Assistant; Authorize the Reclassification and Related Pay Adjustment of Three (3) Incumbents and Y-rating of Two (2) Incumbents

Recommended Action/Motion:

Adopt Resolution adopting the new or revised classifications and establishing the salary of Code Enforcement Officer I, Code Enforcement Officer II, Supervising Code Enforcement Officer, Code Enforcement Officer Manager, and amending Position Allocation Table as follows: Planning and Building Services, Budget Unit 2851; add 8.0 FTE Code Enforcement Officer II; 2.0 Supervising Code Enforcement Officer; 1.0 Code

Enforcement Manager; delete 4.0 Code Enforcement Officer I; 1.0 Administrative Assistant; authorize the reclassification and related pay adjustment of three (3) incumbents and Y-rating of two (2) incumbents; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090.

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.

Planning and Building Services Department currently has six (6.0) full time equivalency (FTE) Code Enforcement positions allocated. In March 2021, Planning and Building Services Department requested, with Board support/direction, a re-organization and classification study of the Code Enforcement unit; additionally the department requested budget allocations to increase the number of Code Enforcement allocations to include 11.0 FTE Code Enforcement Officers, 2.0 FTE Supervising Code Enforcement Officers and 1.0 FTE Code Enforcement Manager. Human Resources studied the various Code Enforcement classifications. On July 21, 2021, the Civil Service Commission approved the updated and new classifications of Code Enforcement Officer I/II, Supervising Code Enforcement Officer and Code Enforcement Manager and the reclassification of affected incumbents.

The County, through Human Resources, has fulfilled its obligation under Myers-Milias Brown Act (MMBA) with the affected bargaining units.

The current year fiscal impacts and annual recurring costs shown below reflect recommended wages at Step 5 (including cost of benefits) if all positions were filled at the highest level allocated. In addition to budget allocations for FY 2021-22 in anticipation of the re-organization of Code Enforcement Unit, the department has realized salary savings this fiscal year due to vacancies throughout the department.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

How Does This Item Support the General Plan? The proposal is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This position would be supportive in the ability of the County to deliver services to the public.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 2851

current f/y cost: \$1,336,397 (\$700,985 increase)

annual recurring cost: \$1,648,066

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: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: September 15, 2021

Final Status: **Adopted**

Executed Item Type: **Resolution** Number: 21
-136

