



Mendocino County

Legislation Details (With Text)

File #: 16-1038 **Version:** 1 **Name:**
Type: Resolution **Status:** Approved
File created: 9/23/2016 **In control:** Human Resources
On agenda: 10/18/2016 **Final action:** 10/18/2016
Title: Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Central Services, Budget Unit 1160 - Delete One (1) Full-Time Equivalent (FTE) Account Specialist III and One (1) FTE Supervising Staff Assistant; Add One (1) FTE Administrative Assistant; Information Services, Budget Unit 1960 - Add One (1) FTE Administrative Assistant; and Authorization of the Reclassification and Salary Adjustment of the Affected Incumbents
Sponsors: Human Resources
Indexes:
Code sections:
Attachments: 1. Resolution 16-129

Date	Ver.	Action By	Action	Result
10/18/2016	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: October 18, 2016

Department Contact: Heidi Dunham

Phone: 234-6600

Department Contact: Tim Mitchell

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: Central Services, Budget Unit 1160 - Delete One (1) Full-Time Equivalent (FTE) Account Specialist III and One (1) FTE Supervising Staff Assistant; Add One (1) FTE Administrative Assistant; Information Services, Budget Unit 1960 - Add One (1) FTE Administrative Assistant; and Authorization of the Reclassification and Salary Adjustment of the Affected Incumbents

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Central Services, Budget Unit 1160 - delete one (1) full-time equivalent (FTE) Account Specialist III and one (1) FTE Supervising Staff Assistant; add one (1) FTE Administrative Assistant; Information Services, Budget Unit 1960 - add one (1) FTE Administrative Assistant; authorize the reclassification and salary adjustment of the affected incumbents and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for FY 2016 - 2017

Budget, Resolution No. 16-071.

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.

In January of 2015, the Executive Office assumed direct oversight of what was formerly known as the General Services Agency. GSA was comprised of three divisions: Central Services, Facilities and Fleet, and Information Services. As a result of the consolidation, three support staff employees (one assigned to each of the divisions) had been given a broader scope of duties, including oversight of daily clerical and administrative operations of their assigned divisions, as well as direct administrative support to the managers and assigned staff within those divisions. Facilities and Fleet is currently utilizing an Administrative Assistant, but the remaining two divisions are utilizing an Account Specialist III and Supervising Staff Assistant for these duties. Therefore, Human Resources recommends the two positions be allocated as Administrative Assistants. The Civil Service Commission approved the reclassifications on September 21, 2016. The department anticipated and budgeted for the increased salaries within the current Fiscal Year budget allocations.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: For complete classification specifications, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

Fiscal Impact:

Source of Funding: BU 1160
Current F/Y Cost: \$2,029 Increase

Budgeted in Current F/Y: Yes
Annual Recurring Cost: \$2,931 Increase

Source of Funding: BU 1960
Current F/Y Cost: \$2,960 Increase

Budgeted in Current F/Y: Yes
Annual Recurring Cost: \$4,276 Increase

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

Comments: