



# Mendocino County

## Legislation Details (With Text)

**File #:** 17-0420 **Version:** 1 **Name:**  
**Type:** Resolution **Status:** Approved  
**File created:** 5/18/2017 **In control:** Human Resources  
**On agenda:** 6/6/2017 **Final action:** 6/6/2017  
**Title:** Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: District Attorney, Budget Unit 2070 - Delete One (1) Full-Time Equivalent (FTE) Office Services Supervisor; Add One (1) FTE Administrative Services Manager II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent  
**Sponsors:** Human Resources  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 17-069

Date	Ver.	Action By	Action	Result
6/6/2017	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** June 6, 2017

**Department Contact:** Heidi Dunham

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**Department Contact:** Tim Mitchell

**Phone:** (707) 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: District Attorney, Budget Unit 2070 - Delete One (1) Full-Time Equivalent (FTE) Office Services Supervisor; Add One (1) FTE Administrative Services Manager II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

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

Adopt Resolution authorizing changes to the Position Allocation Table as follows: District Attorney, budget unit 2070 - delete one (1) FTE Office Services Supervisor; add one (1) FTE Administrative Services Manager II; authorize the reclassification and salary adjustment of the affected incumbent; 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.

The Administrative Services Manager position allocated to the District Attorney's Office has been under-filled since approximately 2009. As a result, the Office Services Supervisor incumbent has taken on many of the higher-level administrative duties and responsibilities of that position. In reviewing this individual's current scope of work, it has been determined that she has an integral role in developing and managing the office's budget and ongoing expenditures, in addition to exercising direct supervision over the office's technical, paraprofessional, support, and supervisory staff, consistent with the Administrative Services Manager series.

The reclassification of the affected incumbent was approved by the Civil Service Commission on April 19, 2017. The District Attorney's Office has not budgeted for the associated cost increase resulting from this addition. However, the office will be able to cover funding through the current Fiscal Year's 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:** Budget Unit 2070

**Current F/Y Cost:** \$5,042

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** \$43,694

**Supervisory District:** All

**Vote Requirement:** Majority

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

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

**CEO Review:** Yes

**Comments:**