



Mendocino County

Legislation Details (With Text)

File #: 17-1010 **Version:** 1 **Name:**
Type: Resolution **Status:** Adopted
File created: 10/25/2017 **In control:** Human Resources
On agenda: 11/14/2017 **Final action:**
Title: Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Sheriff's Office, Budget Unit 2310 - Delete One (1) Full-Time Equivalent (FTE) Staff Assistant III; Add One (1) FTE Program Specialist II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent
Sponsors: Human Resources
Indexes:
Code sections:
Attachments: 1. Resolution 17-170

Date	Ver.	Action By	Action	Result
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To: Board of Supervisors

From: Human Resources

Meeting Date: November 14, 2017

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: Sheriff's Office, Budget Unit 2310 - Delete One (1) Full-Time Equivalent (FTE) Staff Assistant III; Add One (1) FTE Program Specialist II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

Recommended Action/Motion:

Adoption of Resolution authorizing changes to the Position Allocation Table as follows: Sheriff's Office, budget unit 2310 - delete one (1) full-time equivalent (FTE) Staff Assistant III; add one (1) FTE Program Specialist II; authorize the reclassification and salary adjustment of the affected incumbent; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2017-2018 Budget, Resolution No. 17-081.

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 Sheriff's Office, Human Resources conducted a classification study of its Staff Assistant III classification assigned to the Sheriff's Office Professional Standards Bureau. HR began the study by reviewing the organizational structure of the Professional Standards Bureau, which is comprised of a Program Manager, Staff Assistant III, and a Deputy Sheriff-Coroner II. The Program Manager is responsible for immediate oversight of the Bureau and supervises the two support positions. Based on review of the incumbent's PDQ and in consultation with the Sheriff's Office, it was determined that the needs of the Professional Standards Bureau have evolved to a point that it is much more reliant on the Staff Assistant III position in a capacity beyond that of advanced clerical. This position is involved in all aspects of the Bureau's functions, including recruitment and hiring processes, law enforcement background practices, coordination of training for staff, coordinating confidential internal affairs, preparing contracts, assisting upper management with special projects, etc. HR determined Program Specialist II is the most appropriate class for this position, meeting the requirements of the intended role.

The reclassification of the affected incumbent to Program Specialist I was approved by the Civil Service Commission on September 20, 2017. Any costs associated will be absorbed within the department's existing budget allocation.

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 2310

Current F/Y Cost: \$10,250 Increase

Budgeted in Current F/Y: No

Annual Recurring Cost: \$16,657 Increase

Supervisory District: All

Vote Requirement: Majority

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: Nadia Tipton

Date: November 15, 2017

Note to Department:

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 17-170

Executed Documents Returned to

Department: Originals _____ Copies

_____ Hand Delivered _____ Interoffice

Mail _____ Executed Agreement Sent to

Auditor? Y/N