



Mendocino County

Legislation Details (With Text)

File #: 18-2302 **Version:** 1 **Name:**
Type: Resolution **Status:** Adopted
File created: 11/13/2018 **In control:** Human Resources
On agenda: 12/4/2018 **Final action:**
Title: Adoption of Resolution Amending the Position Allocation Table as Follows: Sheriff's Office, Budget Unit 2310 - Delete 1.0 FTE Account Specialist III; Budget Unit 2313 - Delete 1.0 FTE Staff Assistant II; Budget Unit 2310 - Add 1.0 FTE Account Specialist Supervisor and 1.0 FTE Staff Assistant III
Sponsors: Human Resources
Indexes:
Code sections:
Attachments: 1. Resolution 18-180

Date	Ver.	Action By	Action	Result
12/4/2018	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: December 4, 2018

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 Amending the Position Allocation Table as Follows: Sheriff's Office, Budget Unit 2310 - Delete 1.0 FTE Account Specialist III; Budget Unit 2313 - Delete 1.0 FTE Staff Assistant II; Budget Unit 2310 - Add 1.0 FTE Account Specialist Supervisor and 1.0 FTE Staff Assistant III

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Sheriff's Office, Budget Unit 2310 - delete 1.0 FTE Account Specialist III; Budget Unit 2313 - delete 1.0 FTE Staff Assistant II; Budget Unit 2310 - add 1.0 FTE Account Specialist Supervisor and 1.0 FTE Staff Assistant III; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation table for the FY 2018-2019 Budget, Resolution No. 18-086.

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 Sheriff's Office requested that Human Resources assist with the reorganization of its fiscal division. As part of this reorganization, the Sheriff's Office is seeking to assign higher level duties and tasks to two existing position allocations. By reallocating these positions at higher classifications, the Sheriff's Office will have the ability to provide greater responsibility and oversight within the division, as well as an additional level of supervision that has been lacking over the Account Specialists in the office.

The amounts listed in the Fiscal Impact section below were calculated using Step 5 of the salary grades and include cost of benefits. The Sheriff's Office will endeavor to absorb any costs associated within their existing budget allocation.

Alternative Action/Motion:

Do not adopt the Resolution and provide direction to staff.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 2310

Current F/Y Cost: \$81,239

(\$7,514 Increase, General Fund)

Budgeted in Current F/Y: No

Annual Recurring Cost: \$150,872

(\$13,955 Increase, General Fund)

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: Meribeth Dermond Final Status: Adopted

Date: **DECEMBER 5, 2018** Executed Item Number: Resolution Item Number: 18-180