



# Mendocino County

## Legislation Details (With Text)

**File #:** 23-0514      **Version:** 1      **Name:**  
**Type:** Approval      **Status:** Consent Agenda  
**File created:** 4/24/2023      **In control:** Human Resources  
**On agenda:** 5/9/2023      **Final action:**  
**Title:** Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4010, Add 1.0 FTE Senior Department Analyst \$72,113.60 - \$87,651.20/Annually, and Delete 1.0 FTE Program Administrator, Position No. 4581; and Authorizing Reclassification of Incumbent Program Administrator to Senior Department Analyst

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 23-086, 2. Resolution

Date	Ver.	Action By	Action	Result
5/9/2023	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** May 9, 2023

**Department Contact:** William Schurtz

**Phone:** 707-234-6600

**Department Contact:** Brandy Dalzell

**Phone:** 707-234-6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

### **Agenda Title:**

Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4010, Add 1.0 FTE Senior Department Analyst \$72,113.60 - \$87,651.20/Annually, and Delete 1.0 FTE Program Administrator, Position No. 4581; and Authorizing Reclassification of Incumbent Program Administrator to Senior Department Analyst

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

Adoption of Resolution amending the Position Allocation Table as follows: Budget Unit 4010, add 1.0 FTE Senior Department Analyst \$72,113.60 - \$87,651.20/annually, and delete 1.0 FTE Program Administrator, Position No. 4581; and authorizing reclassification of incumbent Program Administrator to Senior Department Analyst; and authorize Chair to sign same.

### **Previous Board/Board Committee Actions:**

On June 21, 2022, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2022-2023 Budget, Resolution Number 22-149.

### **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 Executive Office, Human resources conducted a classification study of the Program Administrator for the GRACE (Grants, RFP's, Agreements, Contracts, Evaluations) Unit, which is a fairly new unit to the Public Health Department.

The scope and methodology of the study consisted of a thorough review of the completed Position Description Questionnaire, and supporting documentation, follow up conversations, researching and analyzing organizational structures applied by other departments and conducting comparator interviews with other positions assigned to the same classification.

Upon completion of the study Human Resources determined that the duties and responsibilities of the position is not a Program Administrator. The duties and responsibilities, and the scope of work being performed is that of a Senior Department Analyst.

The Senior Department Analyst is the appropriate classification for incumbent as the evidence shows incumbent is not responsible for any specific program or programs, rather is performing a variety of complex, professional administrative and analytical functions associated with various projects, and / or specialized areas or units within the County Public Health Department.

It is clear from the work samples provided the incumbent is responsible for recommending and establishing contracts and MOU forms and reviews and makes recommendations concerning bid proposals and agreements. Additionally, the incumbent takes part in meetings and presents data to assist programs and units within the department in making operational and administrative decisions and provides other staff support to committees and commissions.

The Civil Service Commission has approved the reclassification of 1.0 FTE Program Administrator to 1.0 FTE Senior Department Analyst at its April 19, 2023 meeting.

The recommended action is to add 1.0 FTE Senior Department Analyst and delete 1.0 FTE Program Administrator and authorize the reclassification of the incumbent.

There is no financial impact to the budget as this reclassification is at a lower salary grade.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**Does This Item Support the General Plan?** N/A

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 4010

**current f/y cost:** Savings \$228. *Decrease, includes cost of benefits, per budget unit*

**budgeted in current f/y:** No  
**if no, please describe:**

**annual recurring cost:** Savings \$2,511. *Decrease, includes cost of benefits, per budget unit* **revenue agreement:** N/A

**budget clarification:** This reclassification will not negatively impact the current budget as this reclassification is a lower salary grade.

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

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**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: May 9, 2023

Final Status: Adopted

Executed Item Type: Resolution Number: 23-086

