



# Mendocino County

## Legislation Text

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File #: 20-0461, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** June 10, 2020

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**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: Budget Unit 4052: Add .25 FTE Staff Assistant II; as Administrative Clean-Up Move 1.0 FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 4052: add .25 FTE Staff Assistant II; as administrative clean-up, move 1.0 FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052, and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 18, 2019, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2019-2020 Budget, Resolution number 19-200. On February 26, 2020, the Mental Health Treatment Act Citizen's Oversight Committee approved their agenda item 3c: Discussion and Possible Action Regarding Update on Measure B Project Manager and Potential Need for Additional Measure B Project Staff Support; approving recommendation to the Board of Supervisors, the hiring of one (1.0) FTE Analyst and part-time Staff Assistant (.25 FTE). On May 19, 2020, the Board supported the additional of .25 FTE Staff Assistant and recommended the use of extra help staff to perform analytical duties in support of the development of a business plan for a period of six (6) months and directed staff to submit a resolution as attached for consent calendar.

**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.

This request to add .25 FTE Staff Assistant II will provide staffing to perform duties in support of the Mental Health Treatment Act -Administrative Project Manager -Measure B. The part-time (.25 FTE) Staff Assistant II will primarily support the Committee. Meetings, agendas, tracking and preparing recommendations to the Board of Supervisors, event coordination, and possibly, accounts payable and receivable for Measure B will become part of this person's role.

The Board recommended and authorized the use of extra help staff to perform analytical duties in support of the development of a business plan for six (6) months.

The fiscal details shown below include wages and the cost of benefits calculated at Step 5 of .25 FTE Staff Assistant II (\$15,774/annually). The cost associated with Department Analyst II - Extra Help for six (6) months is approximately \$37,296.

In addition to the above, this item includes administrative clean-up to move one (1.0) FTE Administrative Project Manager - Measure B from Budget Unit 1020 to Budget Unit 4052. There are no additional costs involved as a result of this proposed budget unit move.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** 4052

**current f/y cost:** \$3,476.

**annual recurring cost:** \$15,774

**budget clarification:** Funding is available in Budget Unit 4052.

**budgeted in current f/y:** No

**if no, please describe:**

**revenue agreement:** N/A

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

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Lindsey Dunham, Senior Deputy Clerk

Date: JUNE 12, 2020

Final Status: Adopted

Executed Item Number: Resolution Number:  
20-071

