



Mendocino County

Legislation Text

File #: 20-0816, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: September 22, 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 Authorizing Adoption of the Classifications and Salary Assignment of Storekeeper/Mail Technician I, Salary No. 1664 and Storekeeper/Mail Technician II, Salary No. 1667; Abolishment of the Classifications of Mail Technician I, Salary No. 1392 and Mail Technician II, Salary No. 1576; Reclassification of Affected Incumbent Including Associated Salary Adjustment; Changes to the Position Allocation Table as Follows: Budget Unit 1160, Add One (1.0) FTE Storekeeper/Mail Technician II; Delete One (1.0) Mail Technician II

Recommended Action/Motion:

Adopt Resolution authorizing adoption of the classifications and salary assignment of Storekeeper/Mail Technician I, Salary No. 1664 and Storekeeper/Mail Technician II, Salary No. 1667; abolishment of the classifications of Mail Technician I, Salary No. 1392 and Mail Technician II, Salary No. 1576; reclassification of affected incumbent including associated salary adjustment; changes to the Position Allocation Table as follows: Budget Unit 1160, add one (1.0) FTE Storekeeper/Mail Technician II; delete one (1.0) Mail Technician II; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution number 20-079

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 Executive Office - Central Services Unit submitted a request for classification study of incumbent Mail Technician II. As a result of the study, Human Resources found the incumbent to be performing a significant number of higher-level warehouse and inventory duties not addressed in the classification specification of Mail Technician II. Due to the department's need that the duties continue to be performed within the existing organizational structure and staffing levels of the unit, at Human Resources' recommendation, on August 19, 2020, the Civil Service Commission approved of the new classifications of Storekeeper/Mail Technician I and

II, the reclassification of the incumbent to Storekeeper/Mail Technician II, and the abolishment of the existing classifications of Mail Technician I and II. The County has fulfilled its obligation with the affected bargaining unit under Myers Milias Brown Act (MMBA). The fiscal impacts below reflect step 5 of the proposed salary range of Storekeeper/Mail Technician II and includes the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendations and direct staff to study alternatives.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 1160

current f/y cost: \$57,130 (\$7,912 Increase)

annual recurring cost: \$78,178

budget clarification: Department will absorb the additional \$416/per pay period for remainder of FY20-21

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Choose an item.

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: September 23, 2020

Note to Department Number of Original Agreements

Returned to Dept: o Original Agreement Delivered to Auditor? Yes

Final Status: **Adopted**

Executed Item: **Resolution** Number: 20-124

