



Mendocino County

Legislation Text

File #: 20-0878, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: October 6, 2020

Department Contact: William Schurtz

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Department Contact: Juanie Cranmer

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: Budget Unit 2090, Add Two (2.0) FTE Legal Secretary II; Delete Two (2.0) Legal Clerk III; Reclassification of Affected Incumbent Including Associated Salary Adjustment; and Abolishment of Legal Clerk I, II, III Classifications

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Budget Unit 2090, add two (2.0) FTE Legal Secretary II; delete two (2.0) Legal Clerk III; reclassification of affected incumbent including associated salary adjustment; and abolishment of Legal Clerk I, II, III classifications; 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.

On September 16, 2015, after Mendocino County was granted approval by the State of California to operate as an Approved Local Merit Services (ALMS) county, the Civil Service Commission adopted the Merit Systems classifications in use by Child Support Services and Health and Human Services Agency (HHSA) as Civil Service classifications. This included the classification series of Legal Clerk I, II and III; this series is redundant to the County's Legal Secretary series utilized by other County departments.

Incumbents in both Legal Secretary and Legal Clerk series prepare and process legal documents and perform legal clerical and technical functions in support of attorneys, or in support of legal functions within legal or law enforcement offices. Recently, HHSA began utilizing the Legal Secretary series rather than the Legal Clerk series, leaving Child Support Services as the only department utilizing the Legal Clerk series, with two (2.0) full-time equivalency (FTE) allocations. Consolidating these two (2) series into one (1) series of Legal Secretary

eliminates redundant classifications and ensures that County employees performing the same or similar tasks are classified and paid similarly. At Human Resources' recommendation, on September 16, 2020, the Civil Service Commission approved the consolidation of Legal Secretary and Legal Clerk series, the reclassification of one (1) Legal Clerk III incumbent in Child Support Services to Legal Secretary II, and the abolishment of the Legal Clerk series consisting of Legal Clerk I, II, III. Child Support Services is the only department affected by this action. The fiscal impacts shown below reflect the wages and the cost of benefits for two (2.0) FTE allocations.

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 2090 (non-GF)

current f/y cost: \$106,593 (\$5,305 Increase)

annual recurring cost: \$153,968 (7,663 Increase)

budget clarification: Department will absorb the cost increase associated with this action in F/Y 20-21

budgeted in current f/y: No

if no, please describe:

revenue agreement: Choose an item.

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: Atlas Pearson, Deputy Clerk I

Date: OCTOBER 7, 2020

Final Status: Adopted

Executed Item Type: Resolution **Number:** 20-131

