



Mendocino County

Legislation Text

File #: 20-0876, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: October 6, 2020

Department Contact: William Schurtz

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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 1960, Add One (1.0) FTE Information Systems Specialist; Delete One (1.0) Information Systems Technician II, and Reclassification of Affected Incumbent Including Associated Salary Adjustment

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Budget Unit 1960, add one (1.0) FTE Information Systems Specialist; delete one (1.0) Information Systems Technician II, and reclassification of affected incumbent including associated salary adjustment; 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.

Human Resources conducted a classification study of an incumbent Information Systems Technician I; the study came about as a result of a one-page survey completed by the incumbent as part of the compensation and classification study that began in 2017. As a result of the study, Human Resources found the incumbent to be performing the duties of Information Systems Technician I approximately 15% of the time, with preponderance of duties related to the multimedia/audio-visual needs of the County including recording and streaming public meetings, filming informative videos and public information videos for the County, and functioning as webmaster of the County's public website; these duties are above the scope of responsibility of Information Systems Technician I. At Human Resources' recommendation, on September 16, 2020, the Civil Service Commission approved the reclassification of the incumbent Information Systems Technician I to Information Systems Specialist. The fiscal impacts shown below include 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 1960

current f/y cost: \$83,424 (\$7,739 Increase)

annual recurring cost: 120,501 (\$11,178 Increase)

budget clarification: Department will absorb increase in costs associated with this action during FY 20-21

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: 20-129

