



# Mendocino County

## Legislation Text

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**File #:** 20-0924, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 20, 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 Changes to the Position Allocation Table as Follows: Budget Unit 2851 Add One (1.0) FTE Administrative Assistant; Delete One (1.0) Staff Assistant III

**Recommended Action/Motion:**

Adoption of Resolution authorizing changes to the Position Allocation Table as follows: Budget Unit 2851, add one (1.0) FTE Administrative Assistant; delete one (1.0) Staff Assistant III; 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.

Planning and Building Services has requested to delete a vacant Staff Assistant III position in favor of adding an Administrative Assistant position. This request based on an ever-increasing need for high-level clerical/administrative support. The demands on the department require support staff that can be assigned duties and function at a level that relieves management staff of routine administrative tasks which results in greater efficiencies and improvements to all departmental functions.

The fiscal impact shown below reflects the wages at Step 5 and includes the cost of benefits. The department has indicated they will realize some salary savings through the vacancy of the Staff Assistant III position until it can be filled with an Administrative Assistant that would likely be appointed at a lower step in the range than Step 5.

**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 2851

**current f/y cost:** \$59,988 (\$10,173 Increase)

**annual recurring cost:** \$86,650 (\$14,694 Increase)

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

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

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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**Executed By:** Atlas Pearson, Deputy Clerk I

**Date:** OCTOBER 21, 2020

**Final Status:** Adopted

**Executed Item Type:** Resolution    **Number:** 20-138

