



Mendocino County

Legislation Text

File #: 21-0297, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: March 9, 2021

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 Adopting New Classifications of Principal Administrative Analyst, Salary No. 4191; Disaster Recovery Field Operations Coordinator, Salary No. 3539; Disaster Recovery Unit Nurse Manager, Salary No. 4890, and Amending Position Allocation Table as Approved for Budget Unit 2910, Proposed Mid-Year Budget Allocation Adjustments

Recommended Action/Motion:

Adopt Resolution adopting new Classifications of Principal Administrative Analyst, Salary No. 4191; Disaster Recovery Field Operations Coordinator, Salary No. 3539; Disaster Recovery Unit Nurse Manager, Salary No. 4890; and amending Position Allocation Table as approved for Budget Unit 2910, Proposed Mid-Year Budget Allocation Adjustments; 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.

Due to on-going and increasing workload related disaster recovery the Executive Office has requested the addition of classifications and allocations that address the work being performed by existing County staff of the Executive Office and staff of other County departments. As the Disaster Recovery (DR) unit moves through the various phases of prevention, recovery, resiliency and mitigation, it will be crucial to have staffing dedicated and prepared to perform the tasks of the unit. This resolution proposes the adoption of two (2) specific Disaster Recovery classifications: DR Field Operations Coordinator and DR Unit Nurse Manager, and the addition of a Principal Administrative Analyst classification that will be part of the existing Administrative Analyst series of classifications. The Principal Administrative Analyst classification will provide the Executive Office with greater flexibility when assigning staff to long-term projects and areas of assignment requiring a greater oversight and responsibility than the existing Administrative Analyst I, II and Senior.

The fiscal impacts shown below reflect these positions at Step 5 of the proposed wages and include the cost of benefits.

Adoption of this resolution is contingent upon, or in congress with, the Board's adoption/acceptance of the mid-year FY 2020-21 Mid-year Budget, including Proposed Position Allocation Adjustment of four full time equivalency (4.0 FTE) as follows: 2.0 FTE Principal Analyst; 1.0 FTE DR Field Operations Coordinator; 1.0 FTE DR Unit Nurse Manager (proposed class specs are attached).

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: BU2910: GF, State/Fed/Grants

current f/y cost: \$176,173

annual recurring cost: \$765,747

budget clarification: Adoption of this resolution is contingent upon, or in congress with, the Board's adoption/acceptance of the mid-year FY 2020-21 Mid-year Budget, including Proposed Position Allocation Adjustment of four full time equivalency (4.0 FTE) as follows: 2.0 FTE Principal Analyst; 1.0 FTE DR Field Operations Coordinator; 1.0 FTE DR Unit Nurse Manager (proposed class specs are attached)

budgeted in current f/y: Choose an item.

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: March 11, 2021

Final Status: Adopted

Executed Item Type: Resolution **Number:** 21-028

