



Mendocino County

Legislation Text

File #: 21-0594, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: May 25, 2021

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 Adoption of New Classification of Benefits Technician, Salary No. 2119; Abolishment of Benefits Specialist, Salary No. 2027; Amendment of Position Allocation Table for Budget Units 0715 as follows: Add 1.0 FTE Benefits Technician, Delete 1.0 FTE Benefits Specialist; Reclassification of Incumbent Benefits Specialist to Benefits Technician

Recommended Action/Motion:

Adopt Resolution authorizing adoption of new classification of Benefits Technician, Salary No. 2119; abolishment of Benefits Specialist, Salary No. 2027; amendment of Position Allocation Table for Budget Units 0715 as follows: add 1.0 FTE Benefits Technician, delete 1.0 FTE Benefits Specialist; reclassification of incumbent Benefits Specialist to Benefits Technician; 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 study of the current Benefits Specialist and found the duties to be of a more technical nature than reflected in the class specification and similar to that of Human Resources Technician. The classification of Benefits Technician was developed and approved by the Civil Service Commission at its April 21, 2021 meeting, along with the reclassification of incumbent and abolishment of the Benefits Specialist classification. The proposed wage for Benefits Technician, Salary No. 2119 (\$46,945.60 - \$57,054.40/annually) is aligned with the classification of Human Resources Technician. Pursuant to salary adjustment agreement of the Mendocino County Association of Confidential Employees (MCACE) Memorandum of Understanding, effective July 11, 2021, the Benefits Technician pay should be adjusted in an amount necessary to maintain the alignment with the Human Resources Technician.

The current year fiscal impacts shown below reflect increased wages (including cost of benefits) at step 5. The annual recurring costs shown below reflect wages (including cost of benefits) of Benefits Technician at 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 0715 Health Benefits

current f/y cost: \$498 (*Increase*)

annual recurring cost: \$96,992.40

budget clarification: N/A

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

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: May 28, 2021

Final Status: Adopted

Executed Item Type: Resolution **Number:** 21-072

