



Mendocino County

Legislation Text

File #: 21-0672, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: June 22, 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 Amendment to the Position Allocation Table for Budget Unit 1920 as follows: Adopt New Classifications and Add 2.0 FTE Retirement Specialist III, Salary No. 2301 and 1.0 FTE Retirement Analyst Salary No. 2872; Delete 1.0 FTE Senior Retirement Specialist; Delete 1.0 FTE Administrative Assistant; Salary Revision and Title Change of Retirement Association Financial/Investment Officer, Salary No. 3417 to Retirement Financial Investment Officer, Salary No. 3809; Reclassification of Incumbent Administrative Assistant and Retirement Specialist II to Retirement Specialist III, and Incumbent Senior Retirement Specialist to Retirement Analyst

Recommended Action/Motion:

Adopt Resolution authorizing amendment to the Position Allocation Table for Budget Unit 1920 as follows: adopt new classifications and add 2.0 FTE Retirement Specialist III, Salary No. 2301 and 1.0 FTE Retirement Analyst Salary No. 2872; delete 1.0 FTE Senior Retirement Specialist; delete 1.0 FTE Administrative Assistant; salary revision and title change of Retirement Association Financial/Investment Officer, Salary No. 3417 to Retirement Financial Investment Officer, Salary No. 3809; reclassification of incumbent Administrative Assistant and Retirement Specialist II to Retirement Specialist III, and incumbent Senior Retirement Specialist to Retirement Analyst; 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 all classifications allocated to the Mendocino County Employee Retirement Association (MCERA). As a result of the study, the classification of Retirement Specialist III was developed to address advanced journey-level work performed by incumbents. The classification of Retirement Analyst was developed to address the analytical tasks performed by the Sr. Retirement Specialist incumbent.

The classification of Retirement Association Financial/Investment Officer was modified to address the level of responsibility and authority held by the incumbent and the addition of duties assigned since the classification was initially developed. The Civil Service Commission approved the changes made to the classifications at its May 19, 2021 meeting; additionally, the Commission approved a title change of Retirement Association Financial/Investment Officer to Retirement Financial Investment Officer and the abolishment of the Senior Retirement Specialist. The proposed salary revision of Retirement Financial Investment Officer is to address modifications to the classification regarding additional duties performed and the responsibility level of the incumbent.

The County has fulfilled its obligation with the affect bargaining unit as required by Meyers-Milias-Brown Act (MMBA).

The current year fiscal impacts and the annual recurring costs shown below reflect increased wages (including cost of benefits) at step 5.

Alternative Action/Motion:

Do not adopt recommendations and direct staff.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 1920 Non-GF

current f/y cost: \$538,058

annual recurring cost: \$539,311

budget clarification: Budgeted in FY 2021-22

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: June 25, 2021

Final Status: Adopted

Executed Item Type: Resolution **Number:** 21-092

