



Mendocino County

Legislation Text

File #: 21-0796, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: July 13, 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 Amending Position Allocation Table as Follows: Budget Unit 5020 - Delete 1.0 FTE Department Analyst II, 1.0 FTE Senior Department Analyst, 1.0 FTE Staff Services Administrator; Budget Unit 1020 - Add 2.0 FTE Department Analyst II - Confidential, 1.0 FTE Senior Administrative Analyst

Recommended Action/Motion:

Adopt Resolution amending Position Allocation Table as follows: Budget Unit 5020 - Delete 1.0 FTE Department Analyst II, 1.0 FTE Senior Department Analyst, 1.0 FTE Staff Services Administrator; Budget Unit 1020 - Add 2.0 FTE Department Analyst II - Confidential, 1.0 FTE Senior Administrative Analyst; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2022-2022 Budget, Resolution Number 21-090.

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.

This request is due to the changes in the Health and Human Services Agency (HHSA), as these three (3) positions currently provide contract support to all three (3) HHSA divisions. As the County transitions during the separation of HHSA it has been reviewed and recommended to be in the best interest of the County to add a contract unit in the Executive Office fiscal unit. These positions will continue to provide contract support to Social Services, Public Health and Behavioral Health along with support to other departments in the County. Adding this unit will provide Executive Office oversight for consistency, compliance and tracking throughout the County in contract development.

The current year fiscal impacts shown below reflect wages (including cost of benefits) of the three (3) incumbents; the annual recurring costs shown below reflect 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 1020

current f/y cost: \$376,419

annual recurring cost: \$435,604

budget clarification: These positions will support Social Services, Public Health, Behavioral Health, as well as other County departments, although funds are not budgeted in BU1020, Departments will reimburse for services.

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: July 14, 2021

Final Status: Adopted

Executed Item Type: Resolution Number: 21-105

