



Mendocino County

Legislation Text

File #: 21-0985, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: August 31, 2021

Department Contact: William Schurtz

Phone: 234-6600

Department Contact: Juanie Cranmer

Phone: 234-6600

Item Type: Regular Agenda

Time Allocated for Item: 20 Mins

Agenda Title:

Discussion and Possible Action Including Direction that Human Resources Submit a Resolution for Adoption by the Board Amending the Position Allocation Table as Directed
(Sponsor: Human Resources)

Recommended Action/Motion:

Direct Human Resources to submit a Resolution for adoption by the Board amending the Position Allocation Table as directed.

Previous Board/Board Committee Actions:

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 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.

In November 2019, the Mendocino County Sheriff's Office requested to reclassify (add/delete) vacant Public Safety Dispatcher, Position No. 0307*, to a Network Systems Analyst II, in Budget Unit 2310. This request was the result of the retirement of a Public Safety Dispatcher who had been assigned duties in support of the Sheriff's Office IS staff and the MCSO's belief that department's needs would be better met with a Network Systems Analyst. In accordance with Policy 22, Human Resources sought the approval of Information Services (IS) leadership to add an IS position to a department other than the centralized Information Services Department. Human Resources also sought the assistance of IS staff in determining the appropriate classification for the work the MCSO was intending to assign. After a series of meetings and emails in which IS recommended an Information Systems Specialist be allocated to the centralized IS Department, Budget Unit 1960 to provide dedicated support to the MCSO, no formal recommendation or direction was given to Human Resources. This request is before the Board today for discussion and possible action that may include direction to amend the Position Allocation Table. The following options are based on the requests and recommendations discussed:

Allocation of one (1.0) Full Time Equivalent (FTE) Network Systems Analyst II as requested by MCSO, or one (1.0) FTE Information Systems Specialist as recommended by IS staff, to Mendocino County Sheriff's Office, Budget Unit 2310 as requested by MCSO, or to Information Services, Budget Unit 1960 as recommended by IS staff.

*This position is no longer vacant; as of December 27, 2020 the MCSO transferred an employee into this position. Human Resources seeks direction from the Board as to whether a vacant position from MCSO will be required in exchange for any added allocation resulting from this discussion. Human Resources will work with MCSO in determining an appropriate vacant position for deletion if required.

The current year fiscal impacts and annual recurring costs shown below reflect wages (including cost of benefits) are dependent upon the allocation scenarios listed above:

Network Systems Analyst II: FY 2021-22 \$127,892; annual re-occurring costs: \$158,342

Information Systems Specialist: FY 2021-22 \$104,215; annual re-occurring costs: \$129,029

Alternative Action/Motion:

Take no action and direct staff to return with alternatives.

How Does This Item Support the General Plan? N/A

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: N/A

current f/y cost: See Above

annual recurring cost: See Above

budget clarification: N/A

budgeted in current f/y: N/A

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: N/A

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: August 31, 2021

Final Status: **No Action Taken**

