



# Mendocino County

## Legislation Text

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File #: 21-1002, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** September 14, 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 the New or Revised Classifications and Establishing the Salary of Code Enforcement Officer I, Code Enforcement Officer II, Supervising Code Enforcement Officer, Code Enforcement Officer Manager, and Amending Position Allocation Table as Follows: Planning and Building Services, Budget Unit 2851; Add 8.0 FTE Code Enforcement Officer II, Add 2.0 Supervising Code Enforcement Officer, Add 1.0 Code Enforcement Manager; Delete 4.0 Code Enforcement Officer I, Delete 1.0 Administrative Assistant; Authorize the Reclassification and Related Pay Adjustment of Three (3) Incumbents and Y-rating of Two (2) Incumbents

**Recommended Action/Motion:**

Adopt Resolution adopting the new or revised classifications and establishing the salary of Code Enforcement Officer I, Code Enforcement Officer II, Supervising Code Enforcement Officer, Code Enforcement Officer Manager, and amending Position Allocation Table as follows: Planning and Building Services, Budget Unit 2851; add 8.0 FTE Code Enforcement Officer II; 2.0 Supervising Code Enforcement Officer; 1.0 Code Enforcement Manager; delete 4.0 Code Enforcement Officer I; 1.0 Administrative Assistant; authorize the reclassification and related pay adjustment of three (3) incumbents and Y-rating of two (2) incumbents; 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 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.

Planning and Building Services Department currently has six (6.0) full time equivalency (FTE) Code Enforcement positions allocated. In March 2021, Planning and Building Services Department requested, with Board support/direction, a re-organization and classification study of the Code Enforcement unit; additionally the department requested budget allocations to increase the number of Code Enforcement allocations to

include 11.0 FTE Code Enforcement Officers, 2.0 FTE Supervising Code Enforcement Officers and 1.0 FTE Code Enforcement Manager. Human Resources studied the various Code Enforcement classifications. On July 21, 2021, the Civil Service Commission approved the updated and new classifications of Code Enforcement Officer I/II, Supervising Code Enforcement Officer and Code Enforcement Manager and the reclassification of affected incumbents.

The County, through Human Resources, has fulfilled its obligation under Myers-Milias Brown Act (MMBA) with the affected bargaining units.

The current year fiscal impacts and annual recurring costs shown below reflect recommended wages at Step 5 (including cost of benefits) if all positions were filled at the highest level allocated. In addition to budget allocations for FY 2021-22 in anticipation of the re-organization of Code Enforcement Unit, the department has realized salary savings this fiscal year due to vacancies throughout the department.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**How Does This Item Support the General Plan?** The proposal is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This position would be supportive in the ability of the County to deliver services to the public.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 2851

**current f/y cost:** \$1,336,397 (\$700,985 increase)

**annual recurring cost:** \$1,648,066

**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

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**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Atlas Pearson, Deputy Clerk I

Date: September 15, 2021

Final Status: **Adopted**

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