



Mendocino County

Legislation Text

File #: 21-1045, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: September 28, 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 Revising the Salary Range of Assistant Chief Executive Officer, from \$134,472.00 - \$163,425.00 to \$147,160.00 - \$178,859.20 and Authorizing Salary Adjustment of Incumbent from Step 5 of the Current Range to Step 5 of the New Range

Recommended Action/Motion:

Adopt Resolution revising the salary range of Assistant Chief Executive Officer, from \$134,472.00 - \$163,425.00 to \$147,160.00 - \$178,859.20 and authorizing salary adjustment of incumbent from Step 5 of the current range to Step 5 of the new range; 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.

Beginning in July 2018, and until her appointment as Assistant Chief Executive Officer (ACEO) in May 2021, Darcie Antle performed many of the tasks of the vacant ACEO; additionally, Ms. Antle developed and provides oversight of the Disaster Recovery Unit and a fiscal unit within the Executive Office; since April 2021, oversight of the Health Plan falls under the ACEO. These three (3) major functional areas were not previously under the purview of ACEO.

Prior to the Market Study (Koff), the salary range of ACEO was approximately 33% above the salary range of Deputy Chief Executive Officer (DCEO). During the study, due to a higher market adjustment being applied to DCEO than to ACEO, as of year 3 adjustments effective September 5, 2021 for Department Head Association and Unrepresented classifications, the gap between ACEO and DCEO is now less than 10%. A salary survey conducted this month of Assistant CEO against the County's standard benchmark agencies indicates the ACEO is currently 20% below the market average.

Due to the additional areas of oversight and the diminished salary difference between ACEO and DCEO over the past three (3) years, this item presents a recommendation that the salary of ACEO be revised from the current \$134,472.00 - \$163,425.00 to \$147,160.00 - \$178,859.20 (approximately \$248,700 - \$302,272 including cost of benefits). This proposed salary is approximately 20% above the DCEO; it is 10% below the market average for ACEO. The fiscal impacts shown below are calculated at Step 5 and include the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

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: Budget Unit 1020

current f/y cost: \$19,061 *Increase (Incl. Cost of Benefits)*

annual recurring cost: \$302,272 *(Incl. Cost of Benefits)*

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: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

FOR COB USE ONLY

Executed By: Atlas Pearson, Deputy Clerk I

Date: September 29, 2021

Final Status: **Adopted**

Executed Item Type: **Resolution** Number: 21
-145

