



# Mendocino County

## Legislation Text

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**File #:** 21-1131, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 19, 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 the Position Allocation Table as Follows: Budget Unit 0327 - Add 1.0 FTE Staff Assistant III; Delete 1.0 FTE Staff Assistant II

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 0327 - add 1.0 FTE Staff Assistant III; delete 1.0 FTE Staff Assistant II; 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.

Air Quality Management District has requested and demonstrated a need for a Staff Assistant III allocation in order to assign higher-level clerical tasks than their current Staff Assistant II allocation allows. The District's allocations currently consist of nine full time equivalent (9.0 FTE) allocations, including 1.0 FTE Air Pollution Control Officer, 3.0 FTE Air Quality Specialists, 2.0 FTE Technicians, 1.0 FTE Administrative Coordinator, 1.0 FTE Account Specialist III and 1.0 FTE Staff Assistant II. With only three (3) administrative/clerical staff, the department is limited in the level of duties that can be assigned to the Staff Assistant II. Allocating 1.0 FTE Staff Assistant III (\$36,233.60 - \$44,033.60/annually) will allow the department the ability to assign more complex clerical/technical duties with an expectation of a higher level of independence of action and judgment than that of Staff Assistant II. In 2015, a Staff Assistant III was deleted and a Staff Assistant II added; the effect of that action has limited the department's ability to assign the level of duties necessary for the completion of the work to a Staff Assistant II.

The fiscal impact (increase) shown below is calculated at Step 5 including the cost of benefits. Although not budgeted in Fiscal Year 2021-22, the District anticipates being able to absorb the increase through salary

savings of vacant positions that have not yet been filled this fiscal year.

**Alternative Action/Motion:**

Do not adopt recommendation and direct staff.

**How Does This Item Support the General Plan?** This proposed action is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This action 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 0327

**current f/y cost:** \$4,308. *(Increase)*

**annual recurring cost:** \$74,857.

**budget clarification:** The District will work with Budget Team if a budget adjustment is needed.

**budgeted in current f/y:** No

**if no, please describe:** See above

**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:**

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Executed By: Atlas Pearson, Deputy Clerk I

Date: October 20, 2021

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Final Status:**Adopted**

Executed Item Type: **Resolution** Number: 21  
-148

