



# Mendocino County

## Legislation Text

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**File #:** 21-1220, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** November 9, 2021

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Department Contact:** Cherie Johnson

**Phone:** 463.4441

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Resolution Amending Position Allocation Table as Follows: Social Services Budget Unit 5010; Delete 2.0 FTE Department Information Systems Technician; 3.0 FTE Department Information Systems Analyst; Add 2.0 FTE Information Systems Technician II; 1.0 FTE Information Systems Specialist, 1.0 FTE Network Systems Analyst, 1.0 FTE Staff Assistant II; and Approving Reclassification of Incumbents, Including Y-Rating

**Recommended Action/Motion:**

Adopt Resolution amending Position Allocation Table as follows: Social Services Budget Unit 5010; delete 2.0 FTE Department Information Systems Technician; 3.0 FTE Department Information Systems Analyst; add 2.0 FTE Information Systems Technician II; 1.0 FTE Information Systems Specialist, 1.0 FTE Network Systems Analyst, 1.0 FTE Staff Assistant II; and approving reclassification of incumbents, including Y-rating; 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.

Since 2003, in accordance with Policy #22, the County has moved toward eliminating Departmental Information Systems (IS) classifications in favor of utilizing the centralized Information Services Department to provide IS services, or utilizing the centralized IS classifications (rather than departmental specific classifications) if IS positions are allocated in other departments in accordance with Policy #22. This is in an effort to reduce redundancies and create standards related to duties, minimum requirements, reporting structure and work expectations. The two (2) remaining departmental IS classes are Department Information Systems Technician and Department Information Systems Analyst (former Merit Systems classes adopted by the Civil Service Commission in 2015).

These remaining classes are currently allocated only to Social Services Department. It is appropriate for funding purposes that these positions be allocated to Social Services; however, incumbents report to and receive supervision from the centralized Information Services Department. On October 20, 2021, the Civil Service Commission supported and approved the reclassification of two (2) Department Information Systems Technicians to Information Systems Technician II; and the reclassification of one (1) Department Information Systems Analyst to Information Systems Specialist. These reclassifications result the need for the Board to authorize Y-rating the three (3) incumbents at their current pay. In addition to deleting five full time equivalent (5.0 FTE) allocations of Department Information Systems classifications in favor of adding centralized Information Systems classifications, this item calls for the abolishment of the Department Information Systems Technician and Department Information Systems Analyst classifications.

The current year fiscal impacts and the annual recurring costs shown below reflect wages (including cost of benefits) at Step 5 if all proposed allocations were filled in mid-December 2021 (pay period 26).

**Alternative Action/Motion:**

Do not adopt 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 5010

**current f/y cost:** (\$85,280) *Savings*

**annual recurring cost:** \$596,382

**budget clarification:** These positions are funded with non-General Fund dollars.

**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:**

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Executed By: Atlas Pearson, Deputy Clerk II

Date: November 12, 2021

Final Status: **Adopted**

Executed Item Type: **Resolution** Number: 21-159

