



Mendocino County

Legislation Text

File #: 16-637, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: June 21, 2016

Department Contact: Heidi Dunham

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 Authorizing Adoption of the Classification of Supervising Animal Control Officer; the Abolishment of Senior Animal Control Officer; the Reclassification and Y-Rating of One (1) Affected Senior Animal Control Officer Incumbent; and Changes to the Position Allocation Table as Follows: Budget Unit 2310 - Delete Two (2) FTE Senior Animal Control Officer, Add One (1) FTE Animal Control Officer, Add One (1) Supervising Animal Control Officer

Recommended Action/Motion:

Adopt Resolution authorizing adoption of the classification of Supervising Animal Control Officer; the abolishment of Senior Animal Control Officer; the reclassification and y-rating of one (1) affected Senior Animal Control Officer Incumbent; and changes to the Position Allocation Table as follows: Budget Unit 2310 - delete two (2) FTE Senior Animal Control Officer, add one (1) FTE Animal Control Officer, add one (1) Supervising Animal Control Officer; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On September 22, 2015, the Board of Supervisors adopted the Master Position Allocation Table for FY 2015-2016 Budget, Resolution No. 15-144.

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.

The Sheriff's Office has expressed the need for a first-line supervisor position to supervise Animal Control Officers. Currently, all Animal Control Officers report directly to a Sheriff's Lieutenant. Creating a supervisory classification provides first-line supervision over the Animal Control Officers in the same manner that Sheriff's Sergeants provide first-line supervision to Sheriff's Deputies. This structure also creates a chain of command that is consistent throughout the Sheriff's Office. To that end, the attached Supervising Animal Control Officer classification has been approved by the Civil Service Commission and is presented for your consideration. Due to the organizational structure and the small number of Animal Control staff, once a Supervising Animal Control Officer is in place, there will no longer be a need for Senior Animal Control Officer to act in a lead

capacity. Human Resources recommends the deletion of two existing Senior Animal Control Officer positions and the addition of one Supervising Animal Control Officer and one Animal Control Officer position, including the reclassification of the incumbent Senior Animal Control Officer to Animal Control Officer with a recommendation the incumbent be Y-rated at current pay. Human Resources has fulfilled meet and confer obligations with the affected bargaining unit.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 2310

Current F/Y Cost: \$2,745.60

Budgeted in Current F/Y: Yes

Annual Recurring Cost: \$105.60

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

Comments: