



# Mendocino County

## Legislation Text

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**File #:** 16-1021, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 4, 2016

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Lindsay Oakley

**Phone:** 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Health and Human Services Agency, Budget Unit 4010 - Delete One (1) Full-Time Equivalent (FTE) Department Analyst II; Agriculture Department, Budget Unit 2710 - Add One (1) FTE Assistant Agricultural Commissioner/Sealer of Weights and Measures

**Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Health and Human Services Agency, Budget Unit 4010 - delete One (1) Full-Time Equivalent (FTE) Department Analyst II; Agriculture Department, Budget Unit 2710 - add one (1) FTE Assistant Agricultural Commissioner/Sealer of Weights and Measures; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for FY 2016 - 2017 Budget, Resolution No. 16-071.

**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.

During the 2016 - 2017 Budget process, four (4) FTE positions were added to perform duties in support of the Mendocino County Cannabis Cultivation Program (CCP). Funding for a fifth (5th) position to manage the program was included in the budget process; however, a position was not allocated pending the identification of the appropriate classification to manage the CCP. Human Resources has worked with Agriculture Commissioner Chuck Morse and have determined Assistant Agriculture Commissioner to be the appropriate level to allocate the position. This request to add one (1) FTE Assistant Agriculture Commissioner, includes the deletion of one (1) FTE vacant Department Analyst II (Position No. 3669) from Health and Human Services Agency Budget Unit 4010, resulting in no change to net allocations.

**Alternative Action/Motion:**

Direct staff to study alternatives.

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

**Fiscal Impact:**

**Source of Funding:** BU 2710

**Current F/Y Cost:** \$20,211.68

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** \$27,658.10

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**Comments:**