



# Mendocino County

## Legislation Text

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File #: 16-1173, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** December 6, 2016

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234-6602

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing the Adoption of the Classification of Branch Librarian Non-MLS and Changes to the Position Allocation Table as Follows: Library, Budget Unit 6110 - Delete Two (2) Full-Time Equivalent (FTE) Library Associate; Add Two (2) FTE Branch Librarian; and Authorization of the Reclassification and Salary Adjustment of the Affected Incumbents

**Recommended Action/Motion:**

Adopt Resolution authorizing the adoption of the classification of Branch Librarian non-MLS and changes to the Position Allocation Table as follows: Library, budget unit 6110 - delete two (2) full-time equivalent (FTE) Library Associate; add two (2) FTE Branch Librarian; authorize the reclassification and salary adjustment of the affected incumbents; 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.

The Branch Librarian classification requires a Master of Library Science (MLS) or Master of Library and Information Science (MLIS) degree. Due to the rural nature of Mendocino County, it is often difficult to attract and hire applicants possessing the master's degree that are willing to relocate to Mendocino County. The Civil Service Commission, during its November 15, 2016 meeting, adopted a modification to the existing Branch Librarian that allows an incumbent not possessing the MLS / MLIS to function as a Branch Librarian. The proposed salary is ten percent (10%) less than the Branch Librarian possessing the MLS / MLIS. The County has fulfilled its obligation with the affected bargaining unit.

In addition, two (2) employees currently classified as Library Associate who oversee the daily activities of the Point Arena and Round Valley (Covelo) libraries function in the same capacity as the Branch Librarians in

Willits, Fort Bragg and Ukiah and therefore, should be classified the same. The Civil Service Commission approved the reclassification of the two (2) Library Associate incumbents to Branch Librarian MLS or Non-MLS as appropriate, at its November 15, 2016 meeting. The department does not require a budget adjustment for this action.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supplemental Information Available Online at:** For complete classification specifications, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

**Fiscal Impact:**

**Source of Funding:** BU 6110

**Current F/Y Cost:** \$9,043. Increase

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

**Annual Recurring Cost:** \$18,087.  
Increase

**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:**