



# Mendocino County

## Legislation Text

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**File #:** 17-0019, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** February 7, 2017

**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 Salary Grade Adjustments and Change to the Position Allocation Table as follows: Deputy Chief Executive Officer Salary Grade U42C to Salary Grade U45A; Assistant Auditor-Controller Salary Grade U42C to Salary Grade U45A; and Chief Deputy Auditor-Controller Salary Grade U40C to Salary Grade U42A

**Recommended Action/Motion:**

Adopt the Resolution authorizing the salary grade adjustment and change to the Position Allocation Table the classifications of Deputy Chief Executive Officer, Assistant Auditor-Controller, and Chief Deputy Auditor Controller as submitted and; authorize the 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.

Human Resources has reviewed the classifications of Deputy Chief Executive Officer, Assistant Auditor-Controller with respect to the salary grade. Based on an analysis of the compensable factors of these classifications and other classifications in the same and nearby salary grades, they are found to be assigned to a lower salary grade when compared with classifications with similar responsibilities, decision-making authority and scope of duties. It is recommended the salary grade for the classifications of Deputy Chief Executive Officer and Assistant Auditor-Controller be adjusted from the current Salary Grade U42C (\$35.36 - \$42.99/hour) to U45A (\$40.54 - \$49.29/hour).

A salary grade adjustment to Chief Deputy Auditor-Controller is also recommended. Since the adoption of this classification in August 2016, Human Resources has conducted two recruitments, resulting in only one qualified candidate from each recruitment; with only one of those candidates responding to invitation to

interview for the position. Therefore, it is recommended that Chief Deputy Auditor-Controller be adjusted from the current Salary Grade U40C (\$31.93 - \$38.82/hour) to U42A(\$34.85 - \$42.36/hour); this proposed salary grade is in alignment with the proposed salary grade adjustment to the Assistant Auditor-Controller.

Although not specifically budgeted in the Fiscal Year 2016-17 budget, due to vacancies, the affected departments will have sufficient salary savings to cover the additional costs without a budget adjustment

**Alternative Action/Motion:**

Direct staff to study alternatives

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

**Fiscal Impact:**

**Source of Funding:** B/U 1020 & 1110

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

**Current F/Y Cost:** \$24,615 (1020) \$12,829 (1110)

**Annual Recurring Cost:** \$81,129  
Total

**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:**