



# Mendocino County

## Legislation Text

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**File #:** 17-0865, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 3, 2017

**Department Contact:** Heidi Dunham

**Phone:** 707.234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 707.234.6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Adoption of Salary Grade Adjustments as Follows: Agriculture Commissioner/Sealer Weights and Measures, Salary Grade D45B to D47D; Chief Probation Officer, Salary Grade D46A to Salary Grade D48D; Director Human Resources, Salary Grade U46A to Salary Grade D48D; and Director Planning and Building, Salary Grade D46B to Salary Grade D48D

**Recommended Action/Motion:**

Adopt Resolution authorizing the adoption of salary grade adjustments for the classifications of Agriculture Commissioner/Sealer Weights and Measures salary grade D45B to D47D, Chief Probation Officer, salary grade D46A to salary grade D48D; Director Human Resources, salary grade U46A to salary grade U48D; Director Planning and Building, salary grade D46B to salary grade D48D; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for FY 2017 - 2018 Budget, Resolution No. 17-081.

**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.

In light of the recent salary grade adjustments to several Department Head and Unrepresented classifications, the following four (4) department head classifications have recently been reviewed and are found to be out of alignment with other department heads and classifications serving as assistant department heads and management-level unrepresented classifications. In addition to internal alignment concerns, the expanded duties and scope of work recently added to the responsibilities of these department heads further justifies the change in salary grade.

The Agriculture Commissioner and Director Planning and Building have recently had Cannabis program implementation and oversight added to their respective departments. This new program, which continues to evolve, has created a greater complexity of work and a higher level of responsibility for the department heads. It is expected that the salary grade adjustment will assist in recruiting qualified candidates for these positions.

Over the past several years, the Human Resources Department (HR) has expanded the scope of services being provided to County employees and the public. Oversight of the County's health benefit program, leadership initiative, expanded training program, and the additional work resulting from the conversion from merit systems to civil service have nearly doubled the size of the department and created an expanded scope and effect, greater complexity, and broader management functions for the HR Director. The high rate of turnover of the HR Director position has stabilized and a salary grade adjustment which better represents the responsibilities of the position will ensure continued stabilization of the Department.

The proposed salary grade adjustment for the Chief Probation Officer reflects the changes that have evolved in the operations and responsibilities of the Department over the past several years. There have been major changes to state mandates, laws and regulations, including AB109, that dictate methods of oversight of probationers and the services provided by the Department. The addition of armed officers and specialty units, such as the gang unit, as well as higher risk levels of those being placed on probation have increased the complexity, scope and responsibilities of the Chief Probation Officer. The judges of the Mendocino County Superior Court recommend and have expressed support for the proposed salary grade adjustment to Chief Probation Officer.

Salary grade adjustments are recommended as follows: Agriculture Commissioner/Sealer Weights and Measures from salary grade D45B to D47D; Chief Probation Officer, from salary grade D46A to D48D; Director Human Resources from salary grade U46A to D48D; Director Planning and Building, from salary grade D46B to D48D. The affected departments will endeavor to absorb the costs associated with this action without a budget adjustment.

**Alternative Action/Motion:**

Do not adopt salary grade adjustment and direct staff to study alternatives.

**Supplemental Information Available Online at:** n/a

**Fiscal Impact:**

**Source of Funding:** BU 2710; 2560; 1320; 2851

**Current F/Y Cost:** BU 2710 - \$15,064; BU 2560 - \$19,051; BU 1320, 2851 - \$17,713 (each) Increase

**Budgeted in Current F/Y:** No

**Annual Recurring Cost:** BU 2710 - \$21,759; BU 2560 - \$27,518, BU 1320, 2851 - \$25,585(each) 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

**CEO Comments:**



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Executed By: Nadia Tipton

Date: October 4, 2017

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 17-145