



Mendocino County

Legislation Text

File #: 17-0987, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: November 7, 2017

Department Contact: Heidi Dunham

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Department Contact: Tim Mitchell

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Salary Grade Adjustments to the Following Classifications: Custodian, from Salary Grade S21C to S22C; and Custodial Supervisor, from S24C to S25C

Recommended Action/Motion:

Adopt Resolution authorizing the salary grade adjustments to the following classifications: Custodian, from Salary Grade S21C to S22C; and Custodial Supervisor, from S24C to S25C; 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.

Based on an analysis of the compensable factors of Custodian and other classifications in the same and nearby salary grades, it appears to not be properly aligned with classifications with similar responsibilities and scope of duties. Incumbents work under general supervision to maintain cleanliness of County facilities and maintain the security of premises while using equipment and products specifically designed for their work. Incumbents must possess a valid California Driver's License. The Custodian Supervisor classification in addition to the above supervises other custodial staff. It is recommended the salary grade for Custodian be adjusted from Salary Grade S21C to S22C; and Custodial Supervisor, from S24C to S25C. The affected department will endeavor to absorb the costs associated with this action without a budget adjustment. Human Resources has fulfilled its obligation with the affected bargaining unit.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: The County's salary chart is posted online at

<https://www.mendocinocounty.org/Home/ShowDocument?id=11821>

Fiscal Impact:

Source of Funding: BU 1610

Current F/Y Cost: \$1,316 Increase for Custodian;
\$1,528 Increase for Custodial Supervisor

Budgeted in Current F/Y: No

Annual Recurring Cost: \$2,138
Increase for Custodian; \$2,483 Increase
for Custodial Supervisor

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:



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Executed By: Nadia Tipton

Final Status: **Adopted**

Date: November 8, 2017

Executed Item No.: **Resolution** Number: 17-156

Note to Department:

Executed Documents Returned to

Department: Originals _____ Copies

_____ Hand Delivered _____ Interoffice

Mail _____ Executed Agreement Sent to

Auditor? Y/N