



Mendocino County

Legislation Text

File #: 17-0996, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: November 7, 2017

Department Contact: Heidi Dunham

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Department Contact: Juanie Cranmer

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Adoption of the Classification of Senior Deputy Clerk of the Board, and Approval of Changes to the Position Allocation Table as Follows: Executive Office, Budget Unit 1010 - Delete One (1) Full-Time Equivalent (FTE) Deputy Clerk of the Board of Supervisors; Add One (1) FTE Senior Deputy Clerk of the Board of Supervisors

Recommended Action/Motion:

Adopt Resolution adopting the classification of Senior Deputy Clerk of the Board, and further authorizing changes to the Position Allocation Table as follows: Executive Office, Budget Unit 1010 - delete one (1) full-time equivalent (FTE) Deputy Clerk of the Board of Supervisors; add one (1) FTE Senior Deputy Clerk of the Board of Supervisors; 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 the 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 June 2016, after study of the organizational needs of the Clerk of the Board Office, Human Resources recommended changes to a then-existing Senior Deputy Clerk of the Board of Supervisor classification to remove the supervision component and change the title to Deputy Clerk of the Board of Supervisors II. This recommendation was due to the delegation of the oversight of the daily Clerk of the Board activities, including supervision of staff, to Deputy Chief Executive Officer (DCEO) staff. The Commission adopted the recommendation. Since that time, the activities, priorities, and organizational needs of the Executive Office have evolved to the extent that oversight of the day-to-day activities and supervision of the Clerk of the Board's operations by DCEO staff is no longer feasible to the same extent. The new Senior Deputy Clerk of the Board classification will not only provide supervision to Clerk of the Board staff, but will be responsible for the coordination and oversight of the legally required activities of the Clerk of the Board's operations. In addition,

this classification will relieve the CEO/Clerk of the Board and Deputy CEO staff of daily oversight of complex and routine administrative details related to the Clerk of the Board functions.

The new classification of Senior Deputy Clerk of the Board of Supervisors was approved by the Civil Service Commission on September 20, 2017. The Executive Office has not budgeted for the associated cost increase resulting from this addition. However, the office will endeavor to absorb the costs associated with this action without a budget adjustment. HR has conducted the necessary communications with the appropriate bargaining unit.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 1010

Current F/Y Cost: \$5,148 Increase

Budgeted in Current F/Y: No

Annual Recurring Cost: \$8,365 Increase

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: 17-158

Note to Department:

Executed Documents Returned to

Department: Originals _____ Copies

_____ Hand Delivered _____ Interoffice

Mail _____ Executed Agreement Sent to

Auditor? Y/N