



# Mendocino County

## Legislation Text

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**File #:** 17-1002, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** November 14, 2017

**Department Contact:** Heidi Dunham

**Phone:** (707) 234-6600

**Department Contact:** Denise Bartolomei

**Phone:** (707) 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Salary Grade Adjustments, Title Changes, and Adoption of New Classifications and Associated Salary Grades in the Social Worker and Social Worker Supervisor Series; Adoption of Changes to the Position Allocation Table for Budget Unit 5010 as Follows: Delete One (1) Full-Time Equivalent (FTE) Social Worker Clinician, and Add One (1) Social Worker Supervisor II-A; and Reclassification and Salary Adjustment of Affected Incumbent

**Recommended Action/Motion:**

Adopt Resolution authorizing salary grade adjustments, title changes, and adoption of new classifications and associated salary grades in the Social Worker and Social Worker Supervisor series; adoption of changes to the Position Allocation Table for Budget Unit 5010 as follows: delete one (1) FTE Social Worker Clinician and add one (1) Social Worker Supervisor II-A; and reclassification and salary adjustment of affected incumbent; 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.

A classification study was recently conducted on the Social Worker and Social Worker Supervisor series. As a result of the study, it was determined that some of the classifications warranted amending, while new classifications were also developed to adequately reflect the experience, education, and licensure desired in Mendocino County.

The Social Worker I, II, III and IV classification have been amended and include salary grade adjustments. The Social Worker IV classification now includes four levels based on education, experience, and licensure, defined as "IV-A," "IV-B," "IV-C," and "IV-D."

Similarly, the Social Worker Supervisor I and II classifications have been amended and include salary grade adjustments. The revised Social Worker Supervisor II classification now includes three levels based on education, experience, and licensure, defined as “II-A,” “II-B,” and “II-C.”

The recommended changes described above result in the addition of new classification levels, proposed salary grade adjustments, title changes, and one (1) reclassification. The addition of new levels within the Social Worker IV classification will result in the elimination of the Social Worker V and Social Worker Clinician classifications which are no longer necessary.

The Civil Service Commission approved the establishment/modification of these classifications on September 20, 2017, and the reclassification of the affected incumbent to Social Worker IV-B on October 26, 2017. Any costs associated will be absorbed with the department’s existing budget allocation. 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:** 5010

**Current F/Y Cost:** \$443,024 Increase

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

**Annual Recurring Cost:** \$719,912  
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: November 15, 2017

Note to Department:

Executed Documents Returned to

Department: Originals \_\_\_\_\_ Copies

\_\_\_\_\_ Hand Delivered \_\_\_\_\_ Interoffice

Mail \_\_\_\_\_ Executed Agreement Sent to

Auditor? Y/N

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 17-168