



# Mendocino County

## Legislation Text

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**File #:** 17-1010, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** November 14, 2017

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Tim Mitchell

**Phone:** 234-6600

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Sheriff's Office, Budget Unit 2310 - Delete One (1) Full-Time Equivalent (FTE) Staff Assistant III; Add One (1) FTE Program Specialist II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbent

**Recommended Action/Motion:**

Adoption of Resolution authorizing changes to the Position Allocation Table as follows: Sheriff's Office, budget unit 2310 - delete one (1) full-time equivalent (FTE) Staff Assistant III; add one (1) FTE Program Specialist II; authorize the reclassification and salary adjustment of the 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 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.

At the request of the Sheriff's Office, Human Resources conducted a classification study of its Staff Assistant III classification assigned to the Sheriff's Office Professional Standards Bureau. HR began the study by reviewing the organizational structure of the Professional Standards Bureau, which is comprised of a Program Manager, Staff Assistant III, and a Deputy Sheriff-Coroner II. The Program Manager is responsible for immediate oversight of the Bureau and supervises the two support positions. Based on review of the incumbent's PDQ and in consultation with the Sheriff's Office, it was determined that the needs of the Professional Standards Bureau have evolved to a point that it is much more reliant on the Staff Assistant III position in a capacity beyond that of advanced clerical. This position is involved in all aspects of the Bureau's functions, including recruitment and hiring processes, law enforcement background practices, coordination of training for staff, coordinating confidential internal affairs, preparing contracts, assisting upper management with special projects, etc. HR determined Program Specialist II is the most appropriate class for this position,

meeting the requirements of the intended role.

The reclassification of the affected incumbent to Program Specialist I was approved by the Civil Service Commission on September 20, 2017. Any costs associated will be absorbed within the department's existing budget allocation.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supplemental Information Available Online at:** For complete classification specifications, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

**Fiscal Impact:**

**Source of Funding:** Budget Unit 2310

**Current F/Y Cost:** \$10,250 Increase

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

**Annual Recurring Cost:** \$16,657 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: 17-170