



Mendocino County

Legislation Text

File #: 17-1162, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: December 19, 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 the Adoption of the Classification of Assistant County Counsel, and Changes to the Position Allocation Table as Follows: County Counsel, Budget Unit 1210, Add One (1) FTE Assistant County Counsel; Delete One (1) FTE Chief Deputy County Counsel

Recommended Action/Motion:

Adopt Resolution authorizing the adoption of the classification of Assistant County Counsel, and changes to the Position Allocation Table as follows: County Counsel, budget unit 1210, add one (1) FTE Assistant County Counsel; delete one (1) FTE Chief Deputy County Counsel; 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.

Human Resources has assisted County Counsel in a review of the office's organizational structure and departmental needs. The office currently operates with a Chief Deputy County Counsel whose main role is to perform the more complex legal work and to oversee the work of the attorneys with some administrative oversight. The department is in need of an assistant whose role is to be more involved in the planning and coordinating of the department including short-term and long-range plans, as well as oversight of the daily operations of the legal staff and administration. The attached classification specification for Assistant County Counsel has been drafted similarly to Assistant District Attorney and Assistant Public Defender and is presented with a recommendation for adoption. This request also includes a recommendation for the addition of one (1) full-time equivalent (FTE) Assistant County Counsel and the deletion of one (1) FTE Chief Deputy County Counsel. The department will endeavor to meet budget allocations without a budget adjustment. The fiscal impact shown below includes the cost of benefits associated with this action.

Alternative Action/Motion:

Direct staff to study and present alternatives.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 1210

Current F/Y Cost: \$3,429 Increase

Budgeted in Current F/Y: No

Annual Recurring Cost: \$7,430
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

Date: December 21, 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: 17-197