



# Mendocino County

## Legislation Text

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**File #:** 18-1256, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** February 6, 2018

**Department Contact:** Heidi Dunham

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

**Department Contact:** Tim Mitchell

**Phone:** (707) 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 2510 - Delete One (1) Full-Time Equivalent (FTE) Sheriff's Services Technician and Add One (1) FTE Cook

**Recommended Action/Motion:**

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Sheriff's Office, Budget Unit 2510 - delete one (1) full-time equivalent (FTE) Sheriff's Services Technician and add one (1) FTE Cook; 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.

The Sheriff's Office is requesting the deletion of an existing, unfunded Sheriff's Services Technician position, and the subsequent addition of a full-time Cook. New sentencing laws have diverted inmates meeting certain criteria from state prisons to local jails. Additionally, probation laws have increased the number of individuals on probation, with violators within Mendocino County serving their time at the County Jail. The Jail is currently allocated two (2) full-time cooks. With the additional full-time allocation, the Jail can better meet the mandates and demands of an increased inmate population, while allowing for staffing coverage in the event of absences.

The Sheriff's Office will endeavor to meet any resulting funding needs through existing budget allocations.

**Alternative Action/Motion:**

Direct staff to study alternatives.

**Supplemental Information Available Online at:** N/A

**Fiscal Impact:**

**Source of Funding:** 2510

**Current F/Y Cost:** \$18,119

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

**Annual Recurring Cost:** \$28,413

**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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**FOR COB USE ONLY**

Executed By: Nadia Tipton

Date: February 8, 2018

Note to Department:

Executed Documents Returned to

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

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

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

Auditor? Y/N

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Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 18-024