



Mendocino County

Legislation Text

File #: 18-1506, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: April 10, 2018

Department Contact: Heidi Dunham

Phone: 234.6600

Department Contact: Juanie Cranmer

Phone: 234.6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending the Position Allocation Table as Follows: Museum, Budget Unit 7110 Delete One (1) FTE Program Specialist II; Add One (1) FTE Program Administrator

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Museum, Budget Unit 7110 delete one (1) FTE Program Specialist II; add one (1) FTE Program Administrator; 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.

To better serve the needs of the Museum, it is recommended one (1) full-time equivalent (FTE) position number 4007, Program Specialist II be replaced with a Program Administrator. This will allow the assignment of higher level duties including the administration and oversight of activities and projects, and allows for the supervision of staff and oversight of volunteers. The increased fiscal impact shown below includes the cost of benefits. The department will be able to absorb the cost of this increase without a budget adjustment.

Alternative Action/Motion:

Do not approve request and direct staff.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 7110

Budgeted in Current F/Y: No

Current F/Y Cost: \$2,373

Annual Recurring Cost: \$12,338

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: Willetta Callaghan

Final Status: **Adopted**

Date: April 11, 2018

Executed Item No.: **Resolution** Number: 18-054

Note to Department:

Executed Documents Returned to

Department: N/A Originals _____ Copies

_____ Hand Delivered _____ Interoffice

Mail _____ Executed Agreement Sent to

Auditor? N