



# Mendocino County

## Legislation Text

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File #: 18-1568, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** April 24, 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 a Resolution Amending the Position Allocation Table as Follows: Agriculture, Budget Unit 2710 Delete One (1) FTE Agricultural/Measurement Standards Specialist III; Add One (1) FTE Program Administrator

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Agriculture, Budget Unit 2710 delete one (1) FTE Agricultural/Measurement Standards Specialist III; 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 Agriculture Department and Cannabis Program, it is recommended one (1) full-time equivalent (FTE) position number 4114 (vacant), Agricultural/Measurement Standards Specialist III be replaced with a Program Administrator. This will allow the assignment of higher level duties including administering and overseeing permit and inspection activities, and allows for the supervision of staff. The fiscal impact shown below includes the cost of benefits. The department will endeavor to absorb the cost of this increase without a budget adjustment.

**Alternative Action/Motion:**

Do not adopt resolution and provide additional direction to staff.

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

**Fiscal Impact:**

**Source of Funding:** BU 2810 Cannabis

**Current F/Y Cost:** \$308 Increase

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

**Annual Recurring Cost:** \$2,672 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: Willetta Callaghan

Final Status: **Adopted**

Date: April 27, 2018

Executed Item No.: **Resolution** Number: 18-058

Note to Department:

Executed Documents Returned to

Department: N/A Originals \_\_\_\_\_ Copies

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

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

Auditor? N