



# Mendocino County

## Legislation Text

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File #: 18-1958, Version: 1

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**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** August 7, 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: Disaster Recovery, Budget Unit 2910 Add One (1) FTE Administrative Analyst II; HHSA, Budget Unit 5020, Delete One (1) FTE Staff Services Administrator

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Disaster Recovery, budget unit 2910 add one (1) FTE Administrative Analyst II; HHSA, budget unit 5020 delete one (1) FTE Staff Services Administrator; and authorize chair to sign same.

**Previous Board/Board Committee Actions:**

On June 19, 2018, the Board of Supervisors adopted the Master Position Allocation table for FY 2018-2019 Budget, Resolution No. 18-086.

**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.

This request is to add an Administrative Analyst II position to Disaster Recovery Budget Unit 2910 in order to assign tasks related to on-going fire/disaster recovery efforts; this work is currently being performed by staff allocated to Health and Human Services Agency (HHSA), Budget Unit 5020. Allocating a position to Budget Unit 2910 assigns the funding from the proper source, more directly reflects the work being performed, and eliminates the need for journal entries to Budget Unit 5020. The costs shown below include the cost of benefits.

**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:** Budget Unit 2910

**Current F/Y Cost:** \$774 increase

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

**Annual Recurring Cost:** \$93,438

**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: Meribeth Dermond

Final Status: Adopted

Date: **AUGUST 7, 2018**

Executed Item Number: Resolution    Item Number: 18-116