



# Mendocino County

## Legislation Text

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**File #:** 18-2302, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** December 4, 2018

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Tim Mitchell

**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: Sheriff's Office, Budget Unit 2310 - Delete 1.0 FTE Account Specialist III; Budget Unit 2313 - Delete 1.0 FTE Staff Assistant II; Budget Unit 2310 - Add 1.0 FTE Account Specialist Supervisor and 1.0 FTE Staff Assistant III

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Sheriff's Office, Budget Unit 2310 - delete 1.0 FTE Account Specialist III; Budget Unit 2313 - delete 1.0 FTE Staff Assistant II; Budget Unit 2310 - add 1.0 FTE Account Specialist Supervisor and 1.0 FTE Staff Assistant III; 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 the 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.

The Sheriff's Office requested that Human Resources assist with the reorganization of its fiscal division. As part of this reorganization, the Sheriff's Office is seeking to assign higher level duties and tasks to two existing position allocations. By reallocating these positions at higher classifications, the Sheriff's Office will have the ability to provide greater responsibility and oversight within the division, as well as an additional level of supervision that has been lacking over the Account Specialists in the office.

The amounts listed in the Fiscal Impact section below were calculated using Step 5 of the salary grades and include cost of benefits. The Sheriff's Office will endeavor to absorb any costs associated within their existing budget allocation.

**Alternative Action/Motion:**

Do not adopt the Resolution and provide direction to staff.

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

**Fiscal Impact:**

**Source of Funding:** Budget Unit 2310

**Current F/Y Cost:** \$81,239

(\$7,514 Increase, General Fund)

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

**Annual Recurring Cost:** \$150,872

(\$13,955 Increase, General Fund)

**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: **DECEMBER 5, 2018** Executed Item Number: Resolution Item Number: 18-180