



# Mendocino County

## Legislation Text

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**File #:** 19-0287, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** April 9, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 15 Mins

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 2090 - Child Support Services - Delete 1.0 FTE Staff Assistant II, 1.0 FTE Supervising Legal Secretary; Add 2.0 FTE Staff Assistant III  
(Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 2090 - Child Support Services- delete 1.0 FTE Staff Assistant II, 1.0 FTE Supervising Legal Secretary; add 2.0 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 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.

Interim Child Support Services Director Anne Molgaard has analyzed the work flow of the department and recommends/requests two (2) position allocation changes in order to improve department efficiency. Specifically, the request is to delete two (2) existing vacant positions as follows: 1.0 full-time equivalent (FTE) Staff Assistant II position no. 0243 and 1.0 FTE Supervising Legal Secretary position no. 4275 in favor of adding 2.0 FTE Staff Assistant III allocations. Human Resources has reviewed and supports this request. Deleting the Staff Assistant II in favor of Staff Assistant III will allow the department to assign higher level clerical work than the Staff Assistant II classification allows. The request to delete the vacant Supervising Legal Secretary in favor of a Staff Assistant III allocation is because there is no need for a supervisory legal clerical position at this time; rather, the department will benefit more from a Staff Assistant III to perform advanced-level clerical work in support of the department. Further, the use of Staff Assistant III allocations to perform clerical duties as needed throughout the department reduces the risk that Child Support Specialists (CSS) are assigned clerical tasks rather than focusing on case management duties related to the establishment and

collection of child support payments.

The fiscal impacts shown below reflect step 5 of the salary grades and include the cost of benefits. The proposed changes result in a cost savings to the department.

**Alternative Action/Motion:**

Do not adopt the Resolution and provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** Budget Unit 2090

**current f/y cost:** \$25,832 (\$5,942 Savings)

**annual recurring cost:** \$134,281 (\$30,899 Savings)

**budget clarification:** The proposed actions result in a savings to the department.

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Lindsey Dunham, Deputy Clerk

Date: April 11, 2019

Final Status:**Adopted**

Executed Item Number: **Resolution** Number:  
19-160

