



Mendocino County

Legislation Text

File #: 19-0289, **Version:** 1

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 Adopting the New Classification of Cadastral Mapping and Title Technician, Abolishment of Existing Classification of Mapping Coordinator and Amending Position Allocation Table as Follows: Assessor Budget Unit 1120 - Add 1.0 FTE Cadastral Mapping and Title Technician, Delete 1.0 FTE Mapping Coordinator
(Sponsor: Human Resources)

Recommended Action/Motion:

Adopt Resolution adopting the new classification of Cadastral Mapping and Title Technician, abolishment of existing classification of Mapping Coordinator and amending Position Allocation Table as follows: Assessor Budget Unit 1120 - add 1.0 FTE Cadastral Mapping and Title Technician, delete 1.0 FTE Mapping Coordinator; 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.

After an unsuccessful recruitment to fill vacant Mapping Coordinator position no. 0075, Assessor Clerk Recorder Katrina Bartolomie requested Human Resources review the existing classification for potential solutions in filling this essential position in the Assessor's Office, vacant since November 2018. This position is responsible for the development, maintenance and modifications to the County's parcel maps. After review with internal subject matter experts and other County agencies similar classifications, the classification of Cadastral Mapping and Title Technician was presented to, and approved by, the Civil Service Commission at its March 20, 2019 meeting. Human Resources believes this classification more accurately reflects the work performed and fulfills the needs of the Mendocino County Assessor's Office. The Commission also approved the abolishment of the Mapping Coordinator classification as it is outdated, does not reflect the full scope of work needed, no longer serves the County's needs and will not be used in the future.

The fiscal impacts shown below are based on Step 5 of proposed salary grade S32B and includes the cost of benefits. The department will absorb the increased costs this fiscal year through salary savings resulting from the vacancy of Mapping Coordinator. The County has fulfilled the necessary communications with the affected bargaining unit related to the unit determination and salary placement of this classification.

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 1120

current f/y cost: \$14,207 (\$2,239 Increase)

annual recurring cost: \$92,344 (\$14,533 Increase)

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

BUDGET CLARIFICATION: The salary increase associated with the proposed change will be absorbed by the Assessor's Office this FY due to salary savings resulting from vacancy since November 2018.

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: Lindsey Dunham, Deputy Clerk

Date: April 11, 2019

Final Status: **Adopted**

Executed Item Number: **Resolution** Number:
19-159

