



# Mendocino County

## Legislation Text

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**File #:** 19-0318, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** April 16, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 90 min.

**Agenda Title:**

Discussion and Possible Action Related to the Koff & Associates' Total Compensation Study and Evaluation of the County's Classification and Compensation Plan  
(Sponsor: Human Resources)

**Recommended Action/Motion:**

Accept Human Resources' information presentation regarding Koff & Associates' evaluation and study of the County's Classification and Compensation Plan, and provide direction to staff if appropriate.

**Previous Board/Board Committee Actions:**

The Board of Supervisors approved a one-year contract between the County of Mendocino and Koff & Associates on October 17, 2017, Agreement No. 17-128. An amendment to this agreement was approved by the Board of Supervisors on October 16, 2018, extending the termination date to June 30, 2019. On November 13, 2018, the Board of Supervisors approved a second amendment to the agreement to add a total compensation element.

**Summary of Request:**

On October 17, 2017, the Board of Supervisors approved an Agreement with Koff and Associates (Koff) for a base salary study and evaluation of the County's Classification and Compensation Plan. On September 25, 2018, a representative with Koff and Associates provided to the Board of Supervisors information covering the scope and purpose of the study, compensation methodologies, the study process, observations, and the timeline and plan for continuation of the review. On October 16, 2018, the Human Resources Director presented additional information to the Board of Supervisors regarding the project timeline and received direction to include total compensation as an element of the study.

Koff and Associates has completed their study and presented their draft report to Human Resources on April 2, 2019. As the Human Resources Department continues to review the classification-specific details of the report, Koff and Associates is prepared to present their observations and findings. During their presentation they will review the study process, review significant findings and recommendations related to market comparisons for salary and total compensation, provide a recommendation to establish a new salary grade chart, provide an overview of classification salary range assignment findings, and discuss potential implementation strategies and timelines.

**Alternative Action/Motion:**

Provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

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

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budget clarification:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** N/A

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**CEO Liaison:** Executive Office

**CEO Review**

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Lindsey Dunham, Deputy Clerk I

Date: April 17, 2019

**Final Status:** No Action Taken

