



# Mendocino County

## Legislation Text

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**File #:** 19-0385, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** May 14, 2019

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Tim Mitchell

**Phone:** 234-6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 15 min.

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Assessor, Budget Unit 1120 - Delete 1.0 FTE Staff Assistant I, Add 1.0 FTE Staff Assistant II; County Clerk-Election, Budget Unit 1410 - Delete 1.0 FTE Staff Assistant I, Add 1.0 FTE Staff Assistant II (Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt the Resolution amending the Position Allocation Table as follows: Assessor, Budget Unit 1120 - delete 1.0 FTE Staff Assistant I, add 1.0 FTE Staff Assistant II; County Clerk-Election, Budget Unit 1410 - delete 1.0 FTE Staff Assistant I, add 1.0 FTE Staff Assistant II; and authorize the 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.

The Assessor-Clerk-Recorder has requested the deletion of 2.0 FTE Staff Assistant I positions from the department's current allocation. In turn, the department would like to add 2.0 FTE Staff Assistant II positions. Staff Assistant I is an entry-level classification requiring no prior experience. It is limited in both scope and technical application. This action allows the Assessor-Clerk-Recorder to assign higher-level projects and ongoing daily tasks that would be considered out of class for the current Staff Assistant allocations. Reallocating the positions to Staff Assistant II also gives the Assessor-Clerk-Recorder the flexibility to fill positions at the II level, or alternatively bring in a Staff Assistant I as a trainee and eventually promote that individual.

The fiscal impacts shown below are based on Step 5 of the salary grades and include the cost of benefits. The department is prepared to absorb the increased costs this fiscal year through salary savings resulting from

existing vacancies.

**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 Units 1120 & 1410

**Current F/Y Cost:** \$9,372 (\$865 Increase) Per Position

**Annual Recurring Cost:** \$60,918 (\$5,624 Increase)  
Per Position

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

**If No, Please Describe:** The requesting department is prepared to absorb the additional cost within the existing fiscal year's budget allocations.

**Revenue Agreement:** N/A

**Budget Clarification:** The two positions in question are General Fund.

**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:** Lindsey Dunham, Deputy Clerk I

**Date:** May 15, 2019

**Final Status:** **Adopted**

**Executed Item Number:** **Resolution** Number:  
19-183

