



Mendocino County

Legislation Text

File #: 17-0122, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: March 7, 2017

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Adoption of Changes to the Position Allocation Table as Follows: Library, Budget Unit 6110 - Delete One (1) Full-Time Equivalent (FTE) Senior Library Technician; Add One (1) FTE Department Application Specialist; and Authorize the Reclassification and Salary Adjustment of the Affected Incumbent

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Library, Budget Unit 6110 - delete one (1) full-time equivalent (FTE) Senior Library Technician; add one (1) FTE Department Application Specialist; authorize the reclassification and salary adjustment of the affected incumbent; and authorize the Chair to sign same.

Previous Board/Board Committee Actions:

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for FY 2016 - 2017 Budget, Resolution No. 16-071.

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.

At the request of the County Librarian/Director, Human Resources conducted a study of Library employee Barbra Chapman's position to determine if she is performing duties consistent with her current classification of Senior Library Technician, or if there is an existing classification more suitable to the duties she is currently performing.

Human Resources found that the incumbent is not performing duties consistent with a Senior Library Technician. While some of her duties are consistent with Senior Library Technician, the majority of her duties are that of a Department Application Specialist. During its February 15, 2017 meeting, the Civil Service Commission approved the reclassification of the incumbent to Department Application Specialist.

The Library has indicated that due to salary savings created by vacancies, they will be able to absorb the cost of this reclassification without a budget adjustment.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Unit 6110

Current F/Y Cost: \$1,541 Increase

Budgeted in Current F/Y: Yes

Annual Recurring Cost: \$5,724
Increase

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

Comments: