



Mendocino County

Legislation Text

File #: 18-1355, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: February 27, 2018

Department Contact: Heidi Dunham

Phone: 707.234.6600

Department Contact: Juanie Cranmer

Phone: 707.234.6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Salary Grade Adjustments as Follows: Planner I, from Salary Grade S32D to S38A; Planner II, from Salary Grade S34D to S39A; Planner III, from Salary Grade S36D to S40A; Senior Planner, from Salary Grade S38D to S41A; Building Inspector I, from Salary Grade S32B to S38A; Building Inspector II, from Salary Grade S34B to S39A; Building Inspector III, from Salary Grade S36B to S40A; and Senior Building Inspector, from Salary Grade S37B to S41A

Recommended Action/Motion:

Adopt Resolution authorizing salary grade adjustments as follows: Planner I, from Salary Grade S32D to S38A; Planner II, from Salary Grade S34D to S39A; Planner III, from Salary Grade S36D to S40A; Senior Planner, from Salary Grade S38D to S41A; Building Inspector I, from Salary Grade S32B to S38A; Building Inspector II, from Salary Grade S34B to S39A; Building Inspector III, from Salary Grade S36B to S40A; and Senior Building Inspector, from Salary Grade S37B to S41A; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for FY 2017-2018 Budget, Resolution No. 17-081.

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 department and the direction of the Board, Human Resources reviewed the classifications and the salaries of the Planner and Building Inspector series due to the extreme difficulty in recruiting and retaining employees. The salary grades were reviewed in conjunction with a salary study. Using Planner II as a benchmark, the Planner series is approximately 24% below market. With regard to turnover, currently 43% of the Planner allocations have been vacant between one (1) and seven (7) months. Of the nine (9) current Planner incumbents, five (5) have less than two (2) years of service with the County, and three (3) have less than five (5) years of service with the County. Using Building Inspector II, as a benchmark, the Building Inspector series is approximately 21% below market. With regard to turnover, while all of the current allocations are filled, with the exception of one (1) Senior Building Inspector with over 17 years of service in the

Planning and Building Services department, one (1) position is filled with a Building Inspector II with 16 months in the position, and the remaining five (5) positions are filled at the Building Inspector I level with the current incumbents each having less than 12 months in their positions. The County has fulfilled its obligation with the affected bargaining unit. The fiscal impact below reflects approximate wages and the cost of benefits; the department will endeavor to absorb the costs associated with this action 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 2851

Current F/Y Cost: \$113,015 Increase

Budgeted in Current F/Y: No

Annual Recurring Cost: \$290,931 Increase

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

FOR COB USE ONLY

Executed By: Willetta Callaghan

Date: March 1, 2018

Note to Department:

Executed Documents Returned to
Department:

Final Status:**Adopted**

Executed Item No.: **Resolution** Number: 18-031

