



Mendocino County

Legislation Text

File #: 19-0051, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: January 22, 2019

Department Contact: Heidi Dunham

Phone: 234-6600

Department Contact: Cherie Johnson

Phone: 234-6600

Item Type: Regular Agenda

Time Allocated for Item: 20 mins

Agenda Title:

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 0715, Human Resources - Add 1.0 FTE Staff Assistant II in Support of the Cultural Services Agency
(Sponsor: Human Resources)

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Budget Unit 0715, Human Resources - add 1.0 FTE Staff Assistant II in support of the Cultural Services Agency; 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.

Effective February 2019 the Human Resources Department Benefits Unit will be sharing office space with administration from the Cultural Services Agency. In order to allow for adequate staffing to provide services to the public and support the department and agency, a new shared position is needed. The addition of this position will create efficiencies for both areas. While this allocation will be assigned to Human Resources, funding for this position will be shared with the Cultural Services Agency.

The fiscal impact shown below reflects step 5 of the salary grades and includes the cost of benefits, which will be shared equally between Human Resources and the Cultural Services Agency

Alternative Action/Motion:

Do not adopt resolution and provide staff with direction.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Multiple Budget Units -Non-general fund 0715/7110/6110

Current F/Y Cost: \$14,791 (Benefits - 0715)
\$13,311 (Museum - 7110)

\$1,479 (Library - 6110)

Budgeted in Current F/Y: No

Annual Recurring Cost: \$31,982 (Benefits - 0715)

\$31,982.00 (Museum - 7110)

\$3,198.20 (Library - 6110)

Vote Requirement: Majority

Supervisory District: All

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: Meribeth Dermond, Deputy Clerk II

Date: January 23, 2019

Final Status: **Adopted**

Executed Item Number: **Resolution** Item
Number: 19-021