



# Mendocino County

## Legislation Text

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**File #:** 19-0384, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** May 14, 2019

**Department Contact:** Heidi Dunham

**Phone:** (707) 234-6600

**Department Contact:** Tim Mitchell

**Phone:** (707) 234-6600

**Item Type:** Regular Agenda

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

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Adopting the New Classification of Senior Revenue Recovery Specialist and Amending the Position Allocation Table as Follows: Treasurer-Tax Collector, Budget Unit 2012 - Delete 2.0 FTE Revenue Recovery Specialists, Add 2.0 FTE Senior Revenue Recovery Specialists; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbents (Sponsor: Human Resources)

**Recommended Action/Motion:**

Adopt the Resolution adopting the new classification of Senior Revenue Recovery Specialist and amending the Position Allocation Table as follows: Treasurer-Tax Collector, Budget Unit 2012 - delete 2.0 FTE Revenue Recovery Specialists, add 2.0 FTE Senior Revenue Recovery Specialists; authorize the reclassification and salary adjustment of the affected incumbents; 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.

At the request of the Treasurer-Tax Collector, Human Resources conducted a study of the Revenue Recovery Specialist classification, a single-level classification unique to the office of the Treasurer-Tax Collector. In addition to position description questionnaires, desk audits, and meetings with the office's management, Human Resources collected and analyzed information from similar offices in other county agencies. Each county consistently utilized some form of classification series for these positions.

Based on the data collected, Human Resources determined that a second, more advanced level of classification is warranted. The positions audited perform job duties that are specific to the Treasurer-Tax Collector's Office, technical in nature, and for some staff, very complex and wide-ranging. These positions require a significant

amount of training and knowledge within their fields. Human Resources developed a two-level series, with the first level being a journey-level position, and the second an advanced/lead position. The intent in creating a lead classification is that the department will have one or two staff that are more experienced and knowledgeable in their area of assignment and will be responsible for completing the most complex duties, while providing input and assistance to the lower-level classifications.

The new Senior Revenue Recovery Specialist classification was adopted by the Civil Service Commission on April 17, 2019. The fiscal impacts shown below are based on Step 5 of proposed Salary Grade S32A and include the cost of benefits. The department will endeavor to absorb the increased costs within its current fiscal year budget allocations. The County has fulfilled the necessary communications with the affected bargaining unit related to the unit determination and salary placement of this classification.

**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 Unit 2012

**Current F/Y Cost:** \$13,855 (\$1,293 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.

**Annual Recurring Cost:** \$90,059 (\$8,401.33 Increase) Per Position

**Revenue Agreement:** N/A

**Budget Clarification:** Salaries and benefits are covered approximately 80% through cost recovery when work is performed for the court-ordered debt program. Aside from the savings created by a currently vacant position, the department will continue to look for other cost-saving measures and how to increase revenue collections to absorb any increases.

**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: 19-182



