



Mendocino County

Legislation Text

File #: 16-1057, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: October 18, 2016

Department Contact: Heidi Dunham

Phone: 234-6600

Department Contact: Juanie Cranmer

Phone: 234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Changes to the Position Allocation Table as Follows: Health and Human Services Agency (HHSA), Budget Unit 4010 - Delete One (1) Full-Time Equivalent (FTE) Public Health Branch Director and Add One (1) FTE Assistant HHSA Director; Budget Unit 4050 - Delete One (1) FTE Deputy Director of Mental Health Services and Add One (1) FTE Assistant HHSA Director; Budget Unit 5010 - Delete One (1) FTE Social Services Branch Director and Add One (1) FTE Assistant HHSA Director; and Budget Unit 5020 - Delete One (1) FTE Chief Fiscal Officer and Add One (1) FTE Assistant HHSA Director

Recommended Action/Motion:

Adopt Resolution authorizing changes to the Position Allocation Table as follows: Health and Human Services Agency (HHSA), Budget Unit 4010 - delete one (1) full-time equivalent (FTE) Public Health Branch Director and add one (1) FTE Assistant HHSA Director; Budget Unit 4050 - delete one (1) FTE Deputy Director of Mental Health Services and add one (1) FTE Assistant HHSA Director; Budget Unit 5010 - delete one (1) FTE Social Services Branch Director and add one (1) FTE Assistant HHSA Director; and Budget Unit 5020 - delete one (1) FTE Chief Fiscal Officer and add one (1) FTE Assistant HHSA Director; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 21, 2016, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2016-2017 Budget, via 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.

In order to establish an organizational structure appropriate for the Health and Human Services Agency (HHSA), the Board of Supervisors approved the addition of a Chief Operations Officer in May of 2016. Presently, HHSA is utilizing three Assistant HHSA Directors which are over-filling the classifications of Social Services Branch Director, Public Health Branch Director, and Deputy Director of Mental Health Services. Human Resources is seeking to eliminate the lower classifications so as to accurately reflect HHSA's allocated

staffing levels. Additionally, the HHSA Director has determined that the Agency would be better served with an Assistant Director over Administration in place of the Chief Fiscal Officer, as an Assistant Director can provide broader fiscal oversight to all divisions within the Agency. While funding for the positions within BU 4010, 4050, and 5010 has been approved as part of the FY 2016-2017 Final Budget, the costs associated with BU 5020 will be absorbed within the current year's budget.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: For complete classification specifications, please visit <https://www.governmentjobs.com/careers/mendocinoca/classspecs>

Fiscal Impact:

Source of Funding: BU 4010
Current F/Y Cost: No change

Budgeted in Current F/Y: Yes
Annual Recurring Cost: No change

Source of Funding: BU 4050
Current F/Y Cost: No change

Budgeted in Current F/Y: Yes
Annual Recurring Cost: No change

Source of Funding: 5010
Current F/Y Cost: No change

Budgeted in Current F/Y: Yes
Annual Recurring Cost: No change

Source of Funding: 5020
Current F/Y Cost: \$20,604

Budgeted in Current F/Y: No
Annual Recurring Cost: \$29,762
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: