



Mendocino County

Legislation Text

File #: 18-1406, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: March 27, 2018

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Adoption of the Classifications of Assessor-Clerk-Recorder Technician I and II, and Approval of Changes to the Position Allocation Table as Follows: Clerk-Recorder, Budget Unit (BU) 1941 - Delete Three (3) Full-Time Equivalent (FTE) Staff Assistant III; Add Three (3) FTE Assessor-Clerk-Recorder Technician II; Micrographics, BU 1944 - Delete One (1) FTE Micrographics Supervisor; Add One (1) FTE Assessor-Clerk-Recorder Technician II; and Authorization for the Reclassification and Salary Adjustment of the Affected Incumbents

Recommended Action/Motion:

Adopt Resolution adopting the classifications of Assessor-Clerk-Recorder Technician I and II, and authorizing changes to the Position Allocation Table as Follows: Clerk-Recorder, BU 1941 - delete three (3) FTE Staff Assistant III; add three (3) FTE Assessor-Clerk-Recorder Technician II; Micrographics, BU 1944 - delete one (1) FTE Micrographics Supervisor; add one (1) FTE Assessor-Clerk-Recorder Technician II; authorize Chair to sign same; and authorize the reclassification and salary adjustment of the affected incumbents.

Previous Board/Board Committee Actions:

On June 20, 2017, the Board of Supervisors adopted the Master Position Allocation Table for the 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 Assessor-Clerk-Recorder, Human Resources conducted a study of the Staff Assistant III positions assigned to the Clerk-Recorder division of the office. It was determined that the incumbents are completing duties that are more specific and technical than that of the Staff Assistant III classification. Further, in reviewing the organizational structures of comparison counties, it was noted that no other Assessor or Recorder office, whether combined or separate, utilize a generally applied clerical support classification such as Staff Assistant for these positions. Instead, they are technically oriented with specific focus and job duties. For those offices that are a merged Assessor-Clerk-Recorder model, they have combined the two assignments of the Assessor and Clerk-Recorder into a single classification, delineating within the specification

what is expected when assigned to either division. Human Resources followed this approach in creating the Assessor-Clerk-Recorder Technician series, distinguishing within the specifications those duties and requirements that may be related to either the Assessor or the Clerk-Recorder divisions.

The new classifications were adopted by the Civil Service Commission on February 21, 2018. Human Resources has fulfilled its meet and confer obligations with the affected bargaining unit. The Assessor-Clerk-Recorder's Office will absorb the cost increase through its current Fiscal Year allocations.

Alternative Action/Motion:

Direct staff to study alternatives.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: BU's 1941/1944

Current F/Y Cost: \$3,942

Budgeted in Current F/Y: Yes

Annual Recurring Cost: \$17,084

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:



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Executed By: Karla Van Hagen

Date: March 28, 2018

Final Status: **Adopted**

Executed Item No.: **Resolution** Number: 18-044