



Mendocino County

Legislation Text

File #: 18-2126, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: October 2, 2018

Department Contact: Heidi Dunham

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Authorizing Salary Grade Revisions and Amending the Position Allocation Table as Follows: Cannabis Program Manager, from Salary Grade U43Z to Salary Grade MA40; Assistant Agricultural Commissioner/Sealer of Weights and Measures, Salary Grade MA39 to Salary Grade U42A

Recommended Action/Motion:

Adopt Resolution authorizing Salary Grade revisions and amending the Position Allocation Table as follows: Cannabis Program Manager, from Salary Grade U43Z to Salary Grade MA40; Assistant Agricultural Commissioner/Sealer of Weights and Measures, from Salary Grade MA39 to Salary Grade U42A; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 19, 2018, the Board of Supervisors adopted the Master Position 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), make bargaining unit determination, reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

Cannabis Program Manager

Since the adoption of the Cannabis Program Manager position in 2017, the oversight of the Cannabis Manager position has moved from the Chief Executive Officer to the Agriculture Commissioner. At the request of the Department of Agriculture, Human Resources re-evaluated the classification specification for Cannabis Program Manager, assessing the assigned job duties and minimum qualifications required. As a result of this review and in consultation with the Executive Office and Agriculture Department, it has been determined that some of the decision-making authority and responsibilities currently assigned to the Cannabis Program Manager will be performed by the Agricultural Commissioner and/or the Assistant Agricultural Commissioner. These changes result in a classification that is more consistent with the scope of work and decision-making authority of the County's existing Civil Service classification of Senior Program Manager. The Civil Service Commission adopted the classification of Cannabis Program Manager during its September 19, 2018 meeting.

With the reassignment of upper-level management decision making authority, level of oversight, and higher-level responsibilities to the Agricultural Commissioner and/or the Assistant Agricultural Commissioner, the recommended revised salary grade for Cannabis Program Manager is MA40 (\$66,414.40-\$80,724.80) from its current salary grade of U43Z (\$80,704.00-\$98,092.60).

In accordance with the Employer Employee Relations Resolution (EERR), the Human Resources Director has determined and put forth under a separate agenda item, that the Cannabis Program Manager be represented by the Management Association Bargaining Unit, rather than its current designation as Unrepresented. The County has fulfilled the necessary communications with Management Association related to the unit determination and salary of this classification.

Assistant Agricultural Commissioner/Sealer Weights and Measures

Human Resources recommends a salary grade revision of the Assistant Agricultural Commissioner from MA39 (\$63,232.00-\$76,876.80) to U42A (\$76,918.40-\$93,475.20). This recommendation reflects the extensive State licensing requirements of the Assistant Agricultural Commissioner/Sealer Weights and Measures not accurately reflected in the current salary grade.

The fiscal impacts shown below reflect step 5 of the salary grades and include the cost of benefits. The affected departments will endeavor to absorb the costs associated with this action without a budget adjustment.

NOTE: This agenda item and accompanying Resolution is only to be adopted/implemented in association with the Board adoption of Resolution amending Resolution No. 10-006 regarding the classifications designated as unrepresented.

Alternative Action/Motion:

Do not adopt the Resolution and provide direction to staff.

Supplemental Information Available Online at: N/A

Fiscal Impact:

Source of Funding: Budget Units 2810/2710
Current F/Y Cost: Budget Unit 2810-\$94,448
(Decrease \$20,320); Budget Unit 2710-\$115,100
(Increase\$26,842)

Budgeted in Current F/Y: Yes
Annual Recurring Cost: Budget
Unit2810- \$136,421 (Decrease \$29,351);
Budget Unit 2710- \$157,506 (Increase
\$36,731);

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: Meribeth Dermond

Final Status: Adopted

Date: **OCTOBER 3, 2018**

Executed Item Number: Resolution Item Number: 18-149