



Mendocino County

Legislation Text

File #: 23-0161, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: February 7, 2023

Department Contact: William Schurtz

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Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Approving New Classification of Supervising Permit Technician, \$63,689.60 - \$77,417.60/Annually; and Amending the Position Allocation Table as Follows: Budget Unit 2851, Add 1.0 FTE Supervising Permit Technician

Recommended Action/Motion:

Adoption of Resolution approving new classification of Supervising Permit Technician, \$63,689.60 - \$77,417.60/Annually; and Amending the Position Allocation Table as Follows: Budget Unit 2851, Add 1.0 FTE Supervising Permit Technician; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 21, 2022, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2022-2023 Budget, Resolution Number 22-149.

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.

Following the request of a new classification by Planning & Building, Human Resources contracted with CPS HR Consulting, to complete the study for a new classification. Upon completion of the study, it was determined the Planning & Building Department would benefit from having a Supervising Permit Technician. This new classification will be responsible for planning, overseeing, supervising and performing technical and administrative work related to the building permit applications and related documents. An incumbent will exercise a full range of supervisory responsibility for assigned counter staff.

On January 18, 2023, the Civil Service Commission approved the new specification classification for Supervising Permit Technician.

The impact shown below for this fiscal year reflects the approximate increase to Budget Unit 2851 at Step 5 and includes the cost of benefits. The annual recurring cost shown below is calculated at Step 5 including the

cost of benefits.

The County has fulfilled its obligation with the affected bargaining unit in accordance with Myers-Milias-Brown Act (MMBA).

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

Does This Item Support the General Plan? Yes

Strategic Plan Priority Designation: An Effective County Government

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget 2851

current f/y cost: \$106,300.32 *Includes cost of benefits*

annual recurring cost: \$131,609.92 *Includes cost of benefits*

budget clarification: Associated costs will be absorbed by department

budgeted in current f/y: No

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: February 7, 2023

Final Status: Adopted

Executed Item Type: Resolution Number: 23-028

