



Mendocino County

Legislation Text

File #: 23-0514, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: May 9, 2023

Department Contact: William Schurtz

Phone: 707-234-6600

Department Contact: Brandy Dalzell

Phone: 707-234-6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending the Position Allocation Table as Follows: Budget Unit 4010, Add 1.0 FTE Senior Department Analyst \$72,113.60 - \$87,651.20/Annually, and Delete 1.0 FTE Program Administrator, Position No. 4581; and Authorizing Reclassification of Incumbent Program Administrator to Senior Department Analyst

Recommended Action/Motion:

Adoption of Resolution amending the Position Allocation Table as follows: Budget Unit 4010, add 1.0 FTE Senior Department Analyst \$72,113.60 - \$87,651.20/annually, and delete 1.0 FTE Program Administrator, Position No. 4581; and authorizing reclassification of incumbent Program Administrator to Senior Department Analyst; 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.

At the request of the Executive Office, Human resources conducted a classification study of the Program Administrator for the GRACE (Grants, RFP's, Agreements, Contracts, Evaluations) Unit, which is a fairly new unit to the Public Health Department.

The scope and methodology of the study consisted of a thorough review of the completed Position Description Questionnaire, and supporting documentation, follow up conversations, researching and analyzing organizational structures applied by other departments and conducting comparator interviews with other positions assigned to the same classification.

Upon completion of the study Human Resources determined that the duties and responsibilities of the

position is not a Program Administrator. The duties and responsibilities, and the scope of work being performed is that of a Senior Department Analyst.

The Senior Department Analyst is the appropriate classification for incumbent as the evidence shows incumbent is not responsible for any specific program or programs, rather is performing a variety of complex, professional administrative and analytical functions associated with various projects, and / or specialized areas or units within the County Public Health Department.

It is clear from the work samples provided the incumbent is responsible for recommending and establishing contracts and MOU forms and reviews and makes recommendations concerning bid proposals and agreements. Additionally, the incumbent takes part in meetings and presents data to assist programs and units within the department in making operational and administrative decisions and provides other staff support to committees and commissions.

The Civil Service Commission has approved the reclassification of 1.0 FTE Program Administrator to 1.0 FTE Senior Department Analyst at its April 19, 2023 meeting.

The recommended action is to add 1.0 FTE Senior Department Analyst and delete 1.0 FTE Program Administrator and authorize the reclassification of the incumbent.

There is no financial impact to the budget as this reclassification is at a lower salary grade.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

Does This Item Support the General Plan? N/A

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 Unit 4010

current f/y cost: Savings \$228. *Decrease, includes cost of benefits, per budget unit*

annual recurring cost: Savings \$2,511. *Decrease, includes cost of benefits, per budget unit*

budget clarification: This reclassification will not negatively impact the current budget as this reclassification is at a lower salary grade.

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:

FOR COB USE ONLY

Executed By: Atlas Pearson, Senior Deputy Clerk

Date: May 9, 2023

Final Status: Adopted

Executed Item Type: Resolution Number: 23-086

