



**MENDOCINO COUNTY BOARD OF SUPERVISORS  
ONLINE AGENDA SUMMARY**

**BOARD AGENDA # 4(h)**

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.  
*Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)*
- Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: [bosagenda@co.mendocino.ca.us](mailto:bosagenda@co.mendocino.ca.us)
- Electronic Transmission Checklist:  Agenda Summary  Records  Supp. Doc.  If applicable, list other online information below
- Executed records will be returned to the department within one week. *Arrangements for expedited processing must be made in advance*

**TO:** Board of Supervisors **DATE:** April 4, 2016

**FROM:** Human Resources **MEETING DATE:** April 19, 2016

**DEPARTMENT** Heidi Dunham **PHONE:** 234-6600 Present  On Call   
**RESOURCE/CONTACT:** Juanie Cranmer **PHONE:** 234-6600 Present  On Call

Consent Agenda  Regular Agenda  Noticed Public Hearing  Time Allocated for Item: N/A

**AGENDA TITLE: Adoption of Resolution Abolishing Redundant Former Merit System Classifications and Amending the Position Allocation Table and Affected Employees' Classification Titles Accordingly**

**PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** On September 22, 2015, the Board of Supervisors adopted Resolution No. 15-144 approving the Master Position Allocation Table for FY 2015-2016 Budget.

**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.

As a result of the November 2015 transition of Merit System to Civil Service, there are now a number of former Merit System classifications that are redundant to Civil Service classifications. In the interest of reducing redundant classifications and ensuring incumbents performing the same duties and receiving the same pay are titled consistently, Human Resources has prepared a list of 24 former Merit classifications used in Child Support and Health and Human Services Agency that are duplicative in title, or in duties and pay, to Civil Service classifications. It is recommended that the redundant classifications be abolished, with the position allocation table and affected incumbents' classifications amended accordingly with the matching Civil Service classifications. No change to salary grade, current pay, benefits or seniority of incumbents will result from this action. Human Resources has conducted the necessary communications with the appropriate bargaining units.

- SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:** N/A
- ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):**

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
N/A	N/A	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**SUPERVISORIAL DISTRICT:** 1  2  3  4  5  All  **VOTE REQUIREMENT:** Majority  4/5ths

**BOARD ACTION (DATE: \_\_\_\_\_):**  Approved  Referred to \_\_\_\_\_  Other \_\_\_\_\_

**RECORDS EXECUTED:**  Agreement: \_\_\_\_\_  Resolution: \_\_\_\_\_  Ordinance: \_\_\_\_\_  Other \_\_\_\_\_



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BOARD AGENDA # 4(h)

■ **RECOMMENDED ACTION/MOTION:** Adopt Resolution abolishing redundant former Merit System classifications and amending the Position Allocation Table and affected employees' classification titles accordingly; and authorize Chair to sign same.

■ **ALTERNATIVES:** Direct staff to study other options.

■ **CEO REVIEW (NAME):** Janelle Rau, Deputy CEO **PHONE:** 463-4441

**RECOMMENDATION:** Agree  Disagree  No Opinion  Alternate  Staff Report Attached

**BOARD ACTION**  
 Approved \_\_\_\_\_  
 Records Executed \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_  
 Referred to \_\_\_\_\_  
 Other \_\_\_\_\_