



MENDOCINO COUNTY BOARD OF SUPERVISORS

ONLINE AGENDA SUMMARY

BOARD AGENDA # 5 (g)

- 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
- 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: October 17, 2011

FROM: Human Resources MEETING DATE: November 1, 2011

DEPARTMENT RESOURCE/CONTACT: Pat Meek PHONE: 463.4261 Present ☐ On Call ☒

Consent Agenda ☒ Regular Agenda ☐ Noticed Public Hearing ☐ Time Allocated for Item: _____

■ **AGENDA TITLE:** **Adoption of Resolution Amending Position Allocation Table as follows: Budget Unit 1920, Delete Position Number 3381 and Abolish Classification - Retirement Coordinator C35D (1 FTE); Adopt Classification and Add Position - Senior Retirement Specialist C31C (1 FTE).**

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** On September 13, 2011, the Board adopted the 2011-12 Fiscal Year Master Position Allocation Table for FY 2011-12 Budget, Resolution #11-130.

■ **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.

Since the retirement of Retirement Coordinator in 2010, the Retirement Administrator has determined the needs of the Retirement Office would be best met by utilizing a lead worker, as opposed to the supervisory level of Retirement Coordinator, whose role also included administration duties and oversight of daily activities now performed by the Retirement Administrator. The classification of Senior Retirement Specialist has been developed and adopted by the Civil Service Commission on September 21, 2011. In addition to providing training and guidance to other staff in a lead worker capacity, the Senior Retirement Specialist will be responsible for performing advanced level duties and handle the most complex caseload and issues. The County has fulfilled its Meet and Confer obligation with the appropriate bargaining unit on unit determination and salary placement. It is recommended by the Retirement Administrator and Human Resources that the classification of Retirement Coordinator be abolished.

■ **SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:**

■ **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
Budget Unit 1920	\$7,626 (Inc. Benefits Savings)	\$13,218.40 (Inc. Benefits Savings)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

■ **RECOMMENDED ACTION/MOTION:** It is recommended that the Board adopt the Resolution amending the Position Allocation Table as follows: Budget Unit 1920, Delete Position Number 3381 and Abolish Classification - Retirement Coordinator C35D (1 FTE); Adopt Classification and Add Position - Senior Retirement Specialist C31C (1 FTE) and authorize Chair to sign same.

■ **ALTERNATIVES:** Do not approve recommendations and direct staff to study other options.

■ **CEO REVIEW (NAME):** _____ **PHONE:** 463-4441

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

BOARD ACTION (DATE: _____): ☐ Approved ☐ Referred to _____ ☐ Other _____

RECORDS EXECUTED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____ ☐ Other _____