



MENDOCINO COUNTY BOARD OF SUPERVISORS ONLINE AGENDA SUMMARY

BOARD AGENDA # 4 (k)

-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: March 26, 2012

FROM: Human Resources MEETING DATE: April 10, 2012

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: Add Librarian II (1 FTE) S34A Budget Unit 6110; Add Library Assistant (9 @ .5 FTE; 1 @ .75 FTE) S21A Budget Unit 6110

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** On September 13, 2011, the Board adopted 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.

Item will be preceded by presentation by the County Librarian Melanie Lightbody.

■ **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
Library District BU6110	\$15,884.00 inc benefits	\$137,502.80 inc benefits(estimated)	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 the Board adopt the Resolution amending the Position Allocation Table as follows: add Librarian II S34A (1 FTE) Budget Unit 6110; add Library Assistant (9 @ .5 FTE; 1 @ .75 FTE) S21A Budget Unit 6110 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 _____