

STAFF REPORT

BOARD MEETING DATE: December 5, 2023

CATEGORY: Consent Calendar {{item.number}}

SUBJECT: Adopt a salary resolution which amends the Shasta County Salary Schedule, Classification Specifications, and Position Allocation List for Mid-Year Personnel Amendments.

DEPARTMENT: Support Services

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Monica Fugitt, Director of Support Services, (530) 225-5515

STAFF REPORT APPROVED BY: Monica Fugitt, Director of Support Services

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No Additional General Fund Impact

RECOMMENDATION

Adopt a salary resolution, effective December 17, 2023, which amends the Shasta County Salary Schedule, Classification Specifications, and Position Allocation List for Mid-Year Personnel Amendments.

DISCUSSION

The proposed recommendations are modifications to the Shasta County Salary Schedule, Classification Specifications, and Position Allocation List. Mid-Year Personnel Amendments are brought forward annually in an effort to aggregate items that require attention due to changes in departments' current business operational needs which may require the recommended position allocation changes and classification specification changes.

The recommendation is to adopt a Salary Resolution, effective December 17, 2023, which;

(1) Amends the County Classification Specifications and Salary Schedule as follows:

(a) Deletes the Extra Help (EH) Certified Nursing Assistant, EH Emergency Medical Technician, EH Patient Care Technician, EH Pharmacist, EH Pharmacy Technician, EH Phlebotomist, EH Physician, and EH X-Ray Technician classifications. These classifications were created in response to the COVID-19 pandemic and are no longer needed;

(b) Adds the Accounting Technician – Confidential classification;

(c) Retitles the Personnel Analyst I/II/III, Purchasing Analyst I/II/III, Risk Management Analyst I/II/III, and Workers' Compensation Analyst I/II/III classifications to Personnel Manager I/II/III, Purchasing Manager I/II/III, Risk Manager I/II/III, and Workers' Compensation Manager I/II/III with no change to compensation;

(d) Increases the salary range for Senior Staff Services Analyst – Confidential to comply with Shasta County Personnel Rules section 16.3 Confidential Differential; and

(2) Amends the County Position Allocation List as follows:

(a) In the CAO-Personnel budget, deletes 1.0 FTE Administrative Secretary I/II – Confidential, adds 1.0 FTE Accounting Technician – Confidential, and retitles 4.0 FTE Personnel Analyst I/II/III to 4.0 FTE Personnel Manager I/II/III;

- (b) In the CAO-Purchasing budget, retitles 1.0 FTE Purchasing Analyst I/II/III to 1.0 FTE Purchasing Manager I/II/III;
- (c) In the CAO-Risk Management budget, retitles 1.0 FTE Risk Management Analyst I/II/III to 1.0 FTE Risk Manager I/II/III, and 1.0 FTE Workers' Compensation Analyst I/II/III to 1.0 FTE Workers' Compensation Manager I/II/III;
- (d) In the Department of Child Support Services budget, deletes 1.0 FTE Child Support Attorney I/II/III;
- (e) In the Probation budget, adds 1.0 FTE Probation Division Director;
- (f) In the Probation-Juvenile Hall budget, adds 1.0 FTE Probation Assistant;
- (g) In the Public Health budget, updates 1.0 FTE Staff Services Analyst I/II (sunset 06/30/2024) to 1.0 FTE Staff Services Analyst I/II;
- (h) In the Sheriff budget, deletes 1.0 FTE Staff Services Manager, and adds 1.0 FTE Supervising Accountant.

ALTERNATIVES

The Board may choose to not approve the recommendations in whole or in part; however, this is not recommended as the items listed are necessary for efficient business operations. Extensive research and analysis was conducted by and between the County Administrative Office, various departments, and the Department of Support Services.

OTHER AGENCY INVOLVEMENT

The Department of Child Support Services, Health and Human Services Agency, Probation Department, Sheriff's Office and Department of Support Services have requested the recommended modifications. The modifications have been reviewed and approved by the County Administrative Office and the Department of Support Services.

FISCAL IMPACT

The proposed recommendation is anticipated to have no additional general fund impact. The Probation Division Director position allows for succession planning. Salary savings will be used to fund the position until the original Division Director position is vacated in the future, at which point the original position will be deleted. The Probation Assistant position will serve increased program needs and is fully funded by Juvenile Hall Camp funding. The estimated unreimbursed increase to the personnel position and the estimated savings to the sheriff position are both insignificant with neither change exceeding \$4,000. It is fully expected that the changes between the two positions should net to zero. All other changes have no fiscal impact on the general fund.

ATTACHMENTS:

1. Salary Resolution
2. Accounting Technician – Confidential Classification Specification
3. Personnel Manager I Classification Specification Redline
4. Personnel Manager II Classification Specification Redline
5. Personnel Manager III Classification Specification Redline
6. Purchasing Manager I Classification Specification Redline
7. Purchasing Manager II Classification Specification Redline
8. Purchasing Manager III Classification Specification Redline
9. Risk Manager I Classification Specification Redline
10. Risk Manager II Classification Specification Redline
11. Risk Manager III Classification Specification Redline
12. Workers' Compensation Manager I Classification Specification Redline
13. Workers' Compensation Manager II Classification Specification Redline
14. Workers' Compensation Manager III Classification Specification Redline