

STAFF REPORT

BOARD MEETING DATE: October 17, 2023

CATEGORY: Consent Calendar 21

SUBJECT: Take the following actions: (1) Adopt a Salary Resolution, effective October 22, 2023, which adds footnotes 94 and 95 to the Shasta County Salary Schedule to allow licensure stipends for the Assistant Agricultural Commissioner/Sealer of Weights and Measures; and (2) approve updates to the Assistant Agricultural Commissioner/Sealer of Weights and Measures and the Deputy Agricultural Commissioner/Sealer of Weights and Measures Classification Specifications to align with appropriate licensure requirements.

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	General Fund Impact

RECOMMENDATION

Take the following actions: (1) Adopt a Salary Resolution, effective October 22, 2023, to add footnotes 94 and 95 to the Shasta County Salary Schedule which allows licensure stipends for the Assistant Agricultural Commissioner/Sealer of Weights and Measures; and (2) approve updates to the Assistant Agricultural Commissioner/Sealer of Weights and Measures and the Deputy Agricultural Commissioner/Sealer of Weights and Measures Classification Specifications to align with appropriate licensure requirements.

DISCUSSION

Currently, the Assistant Agricultural Commissioner/Sealer of Weights and Measures classification requires possession of valid California licensure of eligibility as County Agricultural Commissioner and as a County Sealer of Weights and Measures. The recommended action would align the licensure requirements of the Assistant position to be in line with other comparable and contiguous Counties' Assistant and/or Deputy classifications in requiring possession of a valid California licensure of eligibility as a Deputy Agricultural Commissioner and a Deputy Sealer of Weights and Measures. Doing so will ensure an incumbent possesses necessary skill levels for the position while also reducing unnecessary barriers to entry in this highly specialized classification. The addition of stipends to this classification is designed to assist in a succession plan as it provides incentives for Assistants to obtain licensures that are required to promote into a higher level and may also help to attract highly qualified applicants to apply.

A corresponding change to the Deputy Agricultural Commissioner/Sealer of Weights and Measures classification is also recommended to require valid California licensure of eligibility as either a Deputy Agricultural Commissioner or a Deputy Sealer of Weights and Measures, and possession of both licenses within 18 months of hire.

ALTERNATIVES

The Board may choose to not approve the recommendation or provide alternate direction to staff. This is not recommended as these changes will assist with active recruitment efforts for the position of Assistant Agricultural Commissioner/Sealer of Weights and Measures.

OTHER AGENCY INVOLVEMENT

Support Services – Personnel has prepared the Salary Resolution and reviewed this recommendation in conjunction with the Agricultural Commissioner/Sealer of Weights and Measures Department. The County Administrative Office has reviewed this recommendation.

FISCAL IMPACT

The approximate cost increase for the five percent (5%) stipend is approximately \$5,400 annually using the F Step of the base salary range. The seven and one-half percent (7.5%) stipend is approximately \$8,100 annually using the F Step of the base salary range. The cumulative total for both stipends is approximately \$13,500 annually using F Step, with 60% funded by gas tax. The Department's Fiscal Year 23/24 is expected to have sufficient salary savings to cover the increased cost; however, the Department will monitor their budget and make adjustments to include appropriate funding in future fiscal years.

ATTACHMENTS:

- 1: Salary Resolution
- 2: Assistant Agricultural Commissioner/Sealer of Weights and Measures Class Spec
- 3: Assistant Agricultural Commissioner/Sealer of Weights and Measures Redline Class Spec
- 4: Deputy Agricultural Commissioner/Sealer of Weights and Measures Class Spec
- 5: Deputy Agricultural Commissioner/Sealer of Weights and Measures Redline Class Spec