COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: April 19, 2016

Submitting Department(s):
Personnel Department

BRIEF SUBJECT/ISSUE DESCRIPTION:
Recommendation for the Board of Supervisors to:
A. Amend the Department of Finance Position Allocation List to delete one Supervising Accountant and add one Staff Services Manager I pursuant to County Code 03.040.050.
B. Approve the reclassification of employee Cathy Ehorn from Supervising Accountant to Staff Services Manager I as the duties she performs align more accurately with the job description of a Staff Services Manager I.
C. Specify Cathy Ehorn's salary at Step C, pursuant to Admin Guide 10.06.06 P.

Contact: Linda Durrer, Personnel Director
Phone: (530) 934-6005

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
Linda Durrer, Personnel Director

ATTACHMENTS
- Board Report
- Letter
- Minute Order
- Contract
- Transfer
- Grant App.
- Resolution

LEGAL/PERSONNEL/FISCAL
- County Counsel
- Personnel
- Finance

CLERK INSTRUCTIONS
- Return Minute Order
- Return Certified Copy Of:
- Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES
- Public Hearings:
  - Published
  - Affidavit on File w/Clerk
  - Affected Parties Notified

LEGISLATION
- State
- Federal

FUNDING SOURCE/IMPACT
- General Fund Impact
- Other: ______
- Budgeted
- Transfer Attached
- 4/5ths Vote Required
- Contingency Request

CONTRACTS, LEASES & AGREEMENTS
- New
- Renewal
- Amendment
- Insurance Certificate
- Contract Report
- Date of Original Contract:
- Contract No.:
- Fiscal Year:

RECOMMENDED ACTION/MOTION:
Recommendation for the Board of Supervisors to:
A. Amend the Department of Finance Position Allocation List:
   Add: 1.0 FTE Staff Services Manager I
   Delete: 1.0 FTE Supervising Accountant
B. Approve the reclassification of employee Cathy Ehorn from Supervising Accountant to Staff Services Manager I as the duties she performs align more accurately with the job description of a Staff Services Manager I.
C. Approve Cathy Ehorn to begin the position of Staff Services Manager I at Step C, pursuant to Admin Guide 10.06.06 P.

Reviewed By (if applicable):

Department Head
Personnel Director

Department of Finance
COUNTY OF GLENN
BOARD REPORT

Submitted by Department of Personnel
(Department)

EXECUTIVE SUMMARY:

The Glenn County Department of Finance and the Director of the Personnel Department are requesting the Board to add the position of Staff Services Manager I to the Department of Finance Position Allocation List and delete the position of Supervising Accountant position from the Department of Finance Position Allocation List. Additionally, we are requesting a reclassification of the position held by Cathy Ehorn. Presently she is classified as a Supervising Accountant; however, the duties she performs more accurately align with the duties listed on the job description of Staff Services Manager I. Ms. Ehorn is currently at Range 373 Step “E”. We are requesting the Board specify Range 413 Step “C”.

RECOMMENDATION(S):

Approve the Resolution for the following:

A. Add one (1) FTE Staff Services Manager I position to the Department of Finance Position Allocation List.
Delete one (1) FTE Supervising Accountant position from the Department of Finance Position Allocation List.

B. Reclassify the position held by Cathy Ehorn from Supervising Accountant to Staff Services Manager I.

C. Specify the Salary for Cathy Ehorn at Step “C”.

HISTORY AND BACKGROUND:
The Director of Finance and the Personnel Director have closely reviewed and completely evaluated the work being performed by Cathy Ehorn. We agree that the very detailed and highly technical work she performs is more accurately described in the job description of Staff Services Manager I. She is currently at Range 373, Step E ($29.53 per hour) and Staff Services Manager is Range 413, Step C would be $32.68 per hour.

FISCAL/PERSOENNEL IMPACT(S):
The cost through the end of this fiscal year for additional salary and benefits will amount to $2170.73.

ANALYSIS/DISCUSSION:
The current change would involve a change to the Position Allocation List of the Department of Finance, wherein a Staff Services Manager I position will be added to the Department of Finance Position Allocation List and the position of Supervising Accountant will be deleted from the Department of Finance Position Allocation List. Ms. Ehorn would be reclassified as a Staff Services Manager and her salary specified at Step “C”.

Page 1
BOARD OF SUPERVISORS GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2016-_____  

A RESOLUTION TO AMEND THE DEPARTMENT OF FINANCE POSITION ALLOCATION LIST, RECLASSIFY CATHY EHORN FROM SUPERVISING ACCOUNTANT TO STAFF SERVICES MANAGER I AND TO SPECIFY MS. EHORN STARTING AT STEP “C” OF RANGE 413

WHEREAS, it is requested that the Position Allocation List for the Department of Finance be amended to allow for the following changes:
Delete: One (1) FTE, Supervising Accountant
Add: One (1) FTE, Staff Services Manager I

WHEREAS, the Personnel Director has completely evaluated the work being performed by Ms. Cathy Ehorn and it was determined that the existing position should be reclassified to Staff Services Manager I classification;

WHEREAS, Ms. Ehorn is currently working as a Supervising Accountant at Range 373, Step E ($29.53 per hour) and as Staff Services Manager would be entitled to Range 413, Step A ($29.64 per hour) she would realize only a $.13 per hour difference.

WHEREAS, the Board of Supervisors has the authority to specify salary, pursuant to Admin Guide 10.06.06 P, it is requested that the salary for Staff Services Manager I (Range 413) be specified at Step “C”.

WHEREAS, there is no effect to the net number of employees.

NOW, THEREFORE, BE IT RESOLVED THAT Pursuant to the requirements of Title 03.040.050 of the Glenn County Code, the Board of Supervisors of the County of Glenn does hereby Resolve and Order the Position Allocation List for the Department of Finance be amended as specified to: Delete One (1) FTE, Supervising Accountant and Add One (1) FTE, Staff Services Manager I and that Ms. Cathy Ehorn be reclassified from Supervising Accountant to Staff Services Manager I and that the Board of Supervisors specify Ms. Ehorn’s salary as Range 413, Step C.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting held this ______________________ by the following vote:

AYES: ________________________

ABSENT OR ABSTAIN: ________________________

NOES: ________________________

LEIGH MCDANIEL
Chairman of the Board of Supervisors
County of Glenn, California

APPROVED AS TO FORM:

HUSTON T. CARLYLE, JR.,
County Counsel
County of Glenn, California

ATTEST:

DI AULABAUGH, Clerk of the Board of Supervisors
County of Glenn, California
Salary change for Cathy Ehorn:

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<th>Title</th>
<th>Range and Step</th>
<th>Per Hour</th>
<th>5% Classified</th>
<th>5% Confidential</th>
<th>8% Longevity</th>
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<td>Supervising Accountant</td>
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<td>413 - Step C</td>
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Cost for the remainder of FY 15-16

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<td>Total cost for FY 15-16</td>
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