***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St, Room 201 Yreka, CA 96097*

# **AGENDA WORKSHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **09/07/2021** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel and Risk Management Officer** | **Phone:** | **530.842.8005** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel and Risk Management Officer** |
| **Subject/Summary of Issue:** |
| California Code of Regulations (CCR) 570.5, which was adopted by CalPERS on April 13, 2011, with an effective date of August 10, 2011, requires publicly available pay schedules to contain certain elements including the position title for each employee position, the pay rate, the time base (hourly, monthly), effective dates and dates of revisions, and cannot reference another document. Included as part of the agenda item are the following:* Item 1: Resolution adopting the County of Siskiyou Salary Schedule with Footnotes effective July 2, 2017 through September 4, 2021, a summary of changes between July 2, 2017 through September 4, 2021, and all exhibits demonstrating the Unit/Range and associated pay rates for July 2018, July 2019, July 2020 and July 2021.
* Item 2: Resolution adopting the County of Siskyiou Salary Schedule with Footnotes effective September 5, 2021.
* Item 3: Amended Resolution between the County of Siskiyou and the Appointed Department Head Unit.
* Item 4: Amended Resolution between the County of Siskiyou and the Assistant Department Head Unit.
* Item 5: Amended Resolution between the County of Siskiyou and the Confidential Unit.

To comply with CCR 570.5 and to resolve audit findings from an audit conducted by CalPERS the County Administrator’s Office is requesting the Board take the actions outlined in the Recommended Motion section below.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |  |  |  |  |  |
| Fund:  | Multiple |  | Description: |  | Org.: | Multiple | Description: |  |
| Account: |  |  | Description: |  |  |
| Activity Code:  |  |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information: |  |
|  |
| **Recommended Motion:** |
| * Item 1: Adopt resolution approving the County of Siskiyou Salary Schedule with Footnotes effective July 2, 2017 through September 4, 2021, a summary of changes between July 2, 2017 through September 4, 2021, and all exhibits demonstrating the Unit/Range and associated pay rates for July 2018, July 2019, July 2020 and July 2021.
* Item 2: Adopt resolution approving the County of Siskyiou Salary Schedule with Footnotes effective September 5, 2021.
* Item 3: Adopt Amended Resolution between the County of Siskiyou and the Appointed Department Head Unit with identified changes effective Septemer 5, 2021.
* Item 4: Adopt Amended Resolution between the County of Siskiyou and the Assistant Department Head Unit with identified changes effective September 5, 2021.
* Item 5: Adopt Amended Resolution between the County of Siskiyou and the Confidential Unit with identified changes effective September 5, 2021.
 |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |  |
| *Certified Minute Order(s)* |  | *Quantity:* |  |
| Auditor |       |
|  |  |
| Personnel |       | *Other:* |  |
| CAO |       |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 12:00 p.m. on the Wednesday prior to the Board Meeting.*** Revised 1/15/15