# **AGENDA WORKSHEET**

***Submit completed worksheet to:***

*Siskiyou County Clerk, 510 N Main St, Yreka, CA 96097*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **01/18/2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel/Risk** | **Phone:** | **530.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel and Risk Management Officer** |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office is recommending approval of the following personnel changes effective February 6, 2022:* Add Senior Civil Engineer classification to Siskiyou County Salary Schedule – Range RG067
* Delete Deputy Director of Road/Bridge Services – 1.0 FTE
* Delete Associate Civil Engineer – 1.0 FTE
* Create Senior Civil Engineer – 1.0 FTE
* Delete Fiscal Technician II – 1.0 FTE
* Create Fiscal Technician III – 1.0 FTE
* Create Program Manager – 1.0 FTE
* Create Social Worker Supervisor – 1.0 FTE
 |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | **See Attached** |  |  |  |  |
| Fund:  |  |  | Description: |  | Org.: |  | Description: |  |
| Account: | Payroll Accounts |  | Description: |  |  |
| Activity Code:  |  |  | Description: |  |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information:  |  |
|  |
| **Recommended Motion:** |
| Approve Resolution adding Senior Civil Engineer – Range RG067 to the Siskiyou County Salary Schedule, delete Deputy Director of Road/Bridge Services – 1.0 FTE, delete Associate Civil Engineer – 1.0 FTE, create Senior Civil Engineer – 1.0 FTE, in the Road Department, delete Fiscal Technician II – 1.0 FTE, create Fiscal Technician III – 1.0 FTE, create Program Manager – 1.0 FTE, create Social Worker Supervisor – 1.0 FTE, in Health and Human Services Agency, effective February 6, 2022.  |
| **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.