***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **December 6, 2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management** | **Phone:** | **53.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management Officer** |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office is recommending approval of the personnel changes outlined below and in the attached resolution.Effective 10/02/2022:1. Correct rates for Air Pollution Control Specialist III – Effective 10/02/2022

Effective 12/11/2022:1. Range Adjustment for Animal Shelter Coordinator from IG007 to IG012
2. Approve New Job Classifications and create new FTEs as indicated below:
	1. Psychiatric Aide I
	2. Psychiatric Aide II - Create 2 FTEs (1.0 Each)
	3. Community Health Worker - Create 2 FTEs (1.0 Each)
	4. Probation Program Coordinator – Create 1 – 1.0 FTE
3. Create Transportation Services Worker (1.0 FTE)
4. Delete Staff Services Analyst I (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: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information: | See attached for financial impact information. |
|       |
| **Recommended Motion:** |
| Adopt Resolution amending the Siskiyou County Salary Schedule and Position Allocation List, regarding Air Pollution Control Specialist III, effective October 2, 2022, Animal Shelter Coordinator, approve new job classifications and create new FTEs for Psychiatric Aide I, Psychiatric Aide II - create (2) 1.0 FTEs, Community Health Worker - create (2) 1.0 FTEs and Probation Program Coordinator - create (1) 1.0 FTE, delete Staff Services Analyst I (1.0 FTE) and create Transportation Services Worker (1.0 FTE) effective December 11, 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 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021