***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **January 3, 2023** |
| ***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 January 8, 2023:Range Adjustments for the following classifications:* 1. Building Inspector I – from IG031 to IG050
	2. Building Inspector II – from IG041 to IG060
	3. Building Inspector III – from IG062 to IG070
	4. Building Plans Examiner – from RG064 to RG085
	5. Chief Building Inspector – from RG064 to RG085
	6. Deputy Director of Building – from UG067 to UG068

\* Item a, b, c, d, and e are contingent on approval of side letters by the Organized Employees of Siskiyou County. Effective February 5, 2023: 1. Create Behavioral Health Services Specialist II – 1.0 FTE
2. Create Behavioral Health Services Clinician III – 1.0 FTE
3. Create Staff services Analyst III – 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 Building Inspector I, Building Inspector II, Building Inspector III, Building Plans Examiner, Chief Building Inspector and Deputy Director of Building range adjustments, effective January 8, 2023, create Behavioral Health Services Specialist II – 1.0 FTE, create Behavioral Health Services Clinician III – 1.0 FTE, and create Staff services Analyst III – 1.0 FTE, effective February 5, 2023. |
| **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