***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **February 7, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management** | **Phone:** | **530.842.8017** |
| **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 February 19, 2023:1. Approve new job class specifications:
	1. Eligibility/Social Services Support Supervisor – Range: MG034
	2. General Services Technician I – Range: TO041
	3. General Services Technician II – Range: TO046
	4. Grant Coordinator – Range: IG034
2. Delete:
	1. General Services Technician Classification
3. Create:
	1. Deputy Director of General Services – 1.0 FTE (including adding position back to salary schedule)
	2. Eligibility/Social Services Support Supervisor – 1.0 FTE
	3. General Services Technician I – 1.0 FTE
	4. Grant Coordinator – 1.0 FTE
	5. Bus Driver II – 0.60 FTE
	6. Project Coordinator – 1.0 FTE
4. Reclassify:
	1. General Services Technician (2.0 FTE’s) to General Services Technician II
5. Labor Distribution Only: (Change in Budget Only)
	1. Program Manager (1.0 FTE)
	2. Administrative Services Manager II (1.0 FTE)
	3. Project Coordinator (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:** |
| Approve new job class specifications for Eligibility/Social Services Support Supervisor, General Services Technician I, General Services Technician II, and Grant Coordinator, effective February 19, 2023.Adopt Resolution amending the Siskiyou County Salary Schedule and Position Allocation List, regarding Eligibility/Social Services Support Supervisor - 1.0 FTE, Deputy Director of General Services – 1.0 FTE, Grant Coordinator – 1.0 FTE, General Services Technician I – 1.0 FTE, General Services Technician II – 2.0 FTE, Project Coordinator – 1.0 FTE, and Bus Driver – 0.60 FTE, and other labor distribution requests effective February 19, 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