***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **March 21, 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 April 2, 2023:1. Approve new job class specifications:
	1. Department Personnel Assistant I – Range: IG028
	2. Department Personnel Assistant II – Range: IG033
	3. Public Information Specialist – Range: IG044
2. Create:
	1. Department Personnel Assistant I – 1.0 FTE
	2. Department Personnel Assistant II – 1.0 FTE
	3. Public Information Specialist – 1.0 FTE
	4. Deputy Sheriff II – 5.0 FTEs
3. Delete:
	1. Sheriff Lieutenant – 1.0 FTE
	2. Deputy Sheriff II – 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 Department Personnel Assistant I, Department Personnel Assistant II, Public Information Specialist, effective April 2, 2023.Adopt Resolution amending the Siskiyou County Salary Schedule and Position Allocation List, regarding Department Personnel Assistant I (1.0 FTE), Department Personnel Assistant II (1.0 FTE), Public Information Specialist (1.0 FTE), Executive Secretary (1.0) FTE, Sheriff Lieutenant (1.0 FTE), and Deputy Sheriff II (6.0 FTEs) and effective April 2, 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