***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **May 16, 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 May 28, 2023:1. Approve new class specification: Transportation Commission Executive Director – Range: DG068
2. Delete:
* Attorney II – Confidential – 1.0 FTE
* Accountant/Auditor III – 1.0 FTE
* Transportation Commission Program Manager – 1.0 FTE
1. Create:
* Attorney IV – Confidential – 1.0 FTE
* Behavioral Health Services Specialist II – 1.0 FTE
* Payroll Specialist – 1.0 FTE
* Transportation Commission Executive Director – 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: |  |
|       |
| **Recommended Motion:** |
| Approve new class specification of Transportation Commission Executive Director and adopt Resolution amending the Siskiyou County Salary Schedule and Position Allocation List, regarding Accountant/Auditor III (1.0) FTE, Attorney II – Confidential (1.0) FTE, Attorney IV – Confidential (1.0) FTE, Behavioral Health Services Specialist II (1.0) FTE, Payroll Specialist (1.0) FTE, Transportation Commission Program Manager (1.0) FTE, and Transportation Commission Executive Director (1.0) FTE, effective May 28, 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