***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 Minutes** | **Meeting Date:** | **August 1, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel/Risk** | **Phone:** | **530.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel and Risk Management Officer** |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office received a request to move the Probation Aide classification from the Organized Employees of Siskiyou County – Miscellaneous Unit to the Siskiyou County Probation and Juvenile Peace Officers Association. The request was approved by both units. Staff recommends approval of the attached resolution for the revised Memorandum of Understanding (MOU) between the County of Siskiyou and Siskiyou County Probation and Juvenile Peace Officers Association to add the classification of Probation Aide and the associated non-safety language as necessary. This request also includes a range adjustment of 4%. The Probation Aide classification was scheduled to receive a 3% COLA on September 3, 2023 and 1% on September 1, 2024. There are no additional COLAs scheduled for the Probation Unit.This MOU supersedes the prior memorandum of understanding.   |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |   |  |  |  |  |
| Fund:  | See Attached |  | Description: |       | Org.: |  | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| 1. Adopt resolution regarding the Memorandum of Understanding by and between the County of Siskiyou and Siskiyou County Probation and Juvenile Peace Officers Association effective August 20, 2023.
2. Adopt resolution amending the Siskiyou County Salary Schedule as outlined in the attached resolution.
 |
| **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