***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[x]**  |  | **Time Requested:** |  | **Meeting Date:** | **September 19, 2023** |
| ***OR*** |
| **Consent** | **[ ]**  |  |
| **Contact Person/Department:** | **Angela Davis/County Administration** | **Phone:** | **530-842-8005** |
| **Address:** | **1312 Fairlane, Rd, Ste 1, Yreka** |
| **Person Appearing/Title:** | **Angela Davis/County Administrator** |
| **Subject/Summary of Issue:** |
| The County conducted a salary survey for all 334 County job classifications, of which resulted in a finding that a majority of the County’s classifications were significantly below market. The County offered all classifications that are below market, an equity adjustment to bring them to market, but in no case will the equity adjustment exceed ten percent (10.0%). Equity adjustments will be rounded up to the nearest full percent. The new schedule also sets 1% between each range. Due to this change classifications may receive an additional increase due to placement within the new structure. Attached are the documents associated with all Siskiyou County represented and unrepresented units, with the exception of the Board of Supervisors, for approval (Side Letters) and adoption (Resolutions). The Side Letter documents are as follows: Deputy Sheriff Association, Operating Engineers Local Union No. 3, Organized Employees of Siskiyou County – Management Unit, Organized Employees of Siskiyou County – Miscellaneous Unit, Organized Employees of Siskiyou County – Professional Unit, Probation and Juvenile Peace Officers' Association, Sheriffs Management, and Siskiyou County Correctional Peace Officer Association. The Resolution documents are as follows: Appointed Department Heads, Assistant Department Heads, Confidential Unit and Elected Department Heads. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |  |  |  |  |  |
| Fund:  |  |  | Description: |  | Org.: |  | Description: |  |
| Account: |  |  | Description: |  |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | Funding for salary equity adjustments are contained within each respective budget. |
| **Recommended Motion:** |
| It is recommended the Board approve the Side Letters and adopt Resolutions as attached. The Side Letter documents are as follows: Deputy Sheriff Association, Operating Engineers Local Union No. 3, Organized Employees of Siskiyou County – Management Unit, Organized Employees of Siskiyou County – Miscellaneous Unit, Organized Employees of Siskiyou County – Professional Unit, Probation and Juvenile Peace Officers' Association, Sheriffs Management, and Siskiyou County Correctional Peace Officer Association. The Resolution documents are as follows: Appointed Department Heads, Assistant Department Heads, Confidential Unit and Elected Department Heads. |
| **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