***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **December 12, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **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:** |
| It is recommended to: 1) adopt an Elected Department Head Resolution effective through December 31, 2026 (unless the Board adopts a superseding Resolution), setting forth salary and certain terms and conditions of employment. The new Resolution changes are as follows:Compensation* 1. Effective December 24, 2023, all classifications will receive a salary increase of three percent (3.0%).
	2. Effective December 22, 2024, all classifications will receive a salary increase of three percent (3.0%).
	3. Effective December 21, 2025, all classifications will receive a salary increase of three percent (3.0%).

Benchmark Classifications Elected Department Head classifications are benchmarked at least fifteen percent (15%)  above the top step of their immediate subordinate Assistant or Deputy classification.  Administrative LeaveAdministrative leave will be cashed out annually on the last paycheck in December. 2) Adopt a Resolution amending the Siskiyou County Salary Schedule for the corresponding Elected Department Head classifications. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | Total Cost for 3 yrs: approx. $75,910  |  |  |  |  |
| Fund:  | Various |  | Description: |  | Org.: |  | Description: |  |
| Account: |  |  | Description: |  |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|  |
| Additional Information: | Departments will include salary increases in their respective budgets. |
| **Recommended Motion:** |
| It is recommended the Board; 1) Adopt a Resolution setting forth salary and certain terms and conditions of employment for the Elected Department Head classifications and 2) Adopt a Resolution amending the Siskiyou County Salary Schedule for the corresponding Elected Department Head classifications. |
| **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