***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 Appointed 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 ClassificationsThe top step of the Appointed Department Head classifications are benchmarked at least fifteen percent (15%) above the top step of their immediate subordinate Assistant or Deputy classification.  Range Adjustments Effective December 24, 2023, miscellaneous classifications, except for the Director of Emergency Services and the Director of Public Works, will receive a four (4) range adjustment. Effective December 24, 2023, the Chief Probation Officer will receive a five (5) range adjustment.Administrative Leave  Administrative 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 Appointed 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. $156,763  |  |  |  |  |
| 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 Appointed Department Head classifications and 2) Adopt a Resolution amending the Siskiyou County Salary Schedule for the corresponding Appointed 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