***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 Assistant 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%).

Range Adjustments Effective December 24, 2023, miscellaneous classifications filled by Classic Members, with the exception of the following, will receive a four (4) range adjustment, and safety classifications will receive a five (5) range adjustment:  Assistant Tax Collector/TreasurerDeputy CAO-Personnel and Risk Management OfficerDeputy CAO-Policy Procurement and National Resources OfficerDeputy Director Administrative ServicesDeputy Director of BuildingDeputy Director of General ServicesDeputy Director of PlanningDeputy Director Social Services Division Director of Public Health DivisionBenchmark ClassificationsBenchmark classification salaries are set based on a benchmark classification and do not receive salary increases or range adjustments under this Resolution.The Assistant Director of Child Support/Chief Attorney is benchmarked at fifteen (15) ranges above the Attorney IV. The Assistant District Attorney and Assistant Public Defender is benchmarked at ten (10) ranges above the Chief Deputy District Attorney. The Assistant County Counsel is benchmarked at twenty (20) ranges above the Chief Deputy County Counsel.Administrative LeaveAdministrative leave will be cashed out annually on the final paycheck in December.2) Adopt a Resolution amending the Siskiyou County Salary Schedule for the corresponding Assistant 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. $303,041  |  |  |  |  |
| 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 Assistant Department Head classifications. 2) Adopt a Resolution amending the Siskiyou County Salary Schedule for the corresponding Assistant 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