***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **January 16, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Hayley Hudson/County Administration** | **Phone:** | **530-842-8005** |
| **Address:** | **1312 Fairlane, Rd, Ste 1, Yreka** |
| **Person Appearing/Title:** | **Hayley Hudson/Deputy CAO Personnel & Risk Management Officer** |
| **Subject/Summary of Issue:** |
| It is recommended to 1) Repeal Resolution P23-224 regarding certain terms and conditions of employment for Assistant Department Heads.2) Adopt a replacement 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 changes are as follows: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 of BuildingDeputy Director of General ServicesDeputy Director of Planning Director of Public Health Division3) Repeal Resolution P23-225 amending the Siskiyou County Salary Schedule4) Adopt a replacement 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) Repeal Resolutions P23-224 and P23-225. 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