***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **December 3, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Hayley Hudson / County Administration** | **Phone:** | **(530) 842-8005** |
| **Address:** | **1312 Fairlane Rd, Suite 1** |
| **Person Appearing/Title:** | **Hayley Hudson/ Deputy County Administrator Personnel and Risk Management**  |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office is recommending approval of the Resolution amending the Siskiyou County Salary Schedule, Position Allocation List, and new classifications specifications for positions in County service effective December 8, 2024. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* Presentation and staff direction only |
| **YES** | [ ]  | *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: | Each department will be responsible for changes in their respective budgets. |
|  |
| **Recommended Motion:** |
| It is recommended the Board adopt the Resolution amending the Siskiyou County Salary Schedule, Position Allocation List, and new classfications specifications for positions in County service effective December 8, 2024. |
| **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