



Board of Supervisors
Meeting Date: May 23, 2017
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Regular Item

PERSONNEL / CHILD SUPPORT SERVICES - Director Tonya Moore

Requested Action(s)

- a) RESOLUTION NO. 2017-54 - Request adoption of a resolution amending the 2016-62 Position Allocation List (PAL) by deleting 1.0 Staff Services Analyst II (Merit Systems) allocation and adding 1.0 Staff Services Analyst II or I (Merit Systems) allocation, effective 6/1/17

Financial Impact:

There will be no increase to Child Support Services current budget with the requested action as the department is currently budgeted for 1.0 FTE allocation at the Staff Services Analyst II (Merit Systems) level. If the department is unsuccessful in filling the position at the II level in future recruitment(s) the department may realize salary savings at that time.

Background Information:

The requested action is to reclassify the current Staff Services Analyst II (Merit Systems) allocation to a flexibly staffed Staff Services Analyst II or I (Merit Systems) allocation. There is no change to the number of allocations of this classification with the requested action.

The allocation is currently filled by an incumbent in the Staff Services Analyst II (Merit Systems) classification level. This incumbent has announced their intent to retire and the department would like the flexibility to recruit at both the entry and journey level of this classification. The intention of the department would be to fill the position at the Staff Services Analyst II (Merit Systems) level but in the event that a journey level candidate could not be found during the recruitment the department would have the flexibility to hire at the entry level and train the incumbent with the intent that the after experience is gained and duties are being performed at the journey level, the department would then have the option to promote them to the Staff Services Analyst II (Merit Systems) level.

This position is responsible for: Coordinating the development of the department budget, processing payroll and claims, maintaining files for fiscal audit, safety officer duties, ombudsperson, supply ordering, coordinating with vendors on contracts, and assisting Director with research and travel.

The Joint Council bargaining unit was provided written notice of the proposed action and offered the opportunity to meet and confer before implementation. The County and the Union have reached agreement on this matter.

Attachment List:

RESO - PAL - CSS Staff Services Analyst 5-23-17 (PDF)

Staff Services Analyst PAL Change Request Memo (PDF)