Subject: Resolution to Amend the Salary Ordinance

Department: Human Resources

Contact: Sheri Waters
Phone: 530.552.3565

Meeting Date Requested: April 14, 2020

Department Summary: (Information provided in this section will be included on the agenda. Attach explanatory memorandum and other background as necessary).

The Department of Human Resources recommends the Board of Supervisors adopt a resolution amending the Salary Ordinance for the following departments:

DEPARTMENT OF HUMAN RESOURCES, DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES, COUNTY LIBRARY

Fiscal Impact:
See staff report.

Personnel Impact:
See staff report.

Action Requested:
Adopt Resolution and authorize the Chair to sign.

Administrative Office Review: Meegan Jessee, Deputy Chief Administrative Officer
MEMORANDUM

DATE: April 14, 2020
TO: Board of Supervisors
CC: Shari McCracken, Chief Administrative Officer
FROM: Sheri Waters, Director-Human Resources
RE: Resolution to Amend the Salary Ordinance

The Department of Human Resources recommends the Board of Supervisors adopt a resolution amending the Salary Ordinance for the following departments:

DEPARTMENT OF HUMAN RESOURCES: Amend Section 28E of the Salary Ordinance No. 4179 of the County of Butte entitled “Butte County Management and Supervisory Unit (BCMEA)” by adding the Class Code 1125 “Health and Human Services Program Analyst, Associate” Range 42, Class Code 1126 “Health and Human Services Program Analyst” Range 46, Class Code 1127 “Health and Human Services Program Analyst, Senior” Range 50 which provides an analyst series comparable to the administrative analyst focused on Health and Human Services programs, and Class Code 1410 “Manager, Department of Employment and Social Services Facilities” Range 56 which provides a classification to manage the Department’s facilities.

DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES: Add 12 flexibly staffed Health and Human Services Program Analyst positions and delete 12 flexibly staffed Administrative Analyst positions effective April 18, 2020. With the creation of this new classification, 12 staff will be moved from the Administrative Analyst series into the Health and Human Services Program Analyst series. Add 1 Manager, Department of Employment and Social Services Facilities position and delete 1 flexibly staffed Information Systems Analyst position. This new position is necessary to manage the maintenance and improvement needs of the Department’s multiple facilities. Add 1 sunset Program Manager, Employment and Social Services (sunset to end June 30, 2020) position. This position is necessary for the development and implementation of the AmeriCorps Disaster Case Management Program (ADCMP). Delete 1 flexibly staffed Administrative Analyst position and 2 flexibly staffed Financial Technician positions. Total allocations to decrease by 2. There is no impact on the General Fund Budget.
LIBRARY: Add 1.5 Library Assistant positions. This change is to correct a typographical error. Total allocations to increase by 1.5. There is no impact on the General Fund Budget.
**RESOLUTION AMENDING ORDINANCE NO. 4179 OF THE COUNTY OF BUTTE, KNOWN AS THE “SALARY ORDINANCE”**

NOW, THEREFORE, BE IT RESOLVED that the Butte County Board of Supervisors hereby amends Section 28 Reference E of Ordinance No. 4179 of the County of Butte entitled “Butte County Management and Supervisory Unit (BCMEA)” by adding there to the following:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification</th>
<th>Range</th>
<th>Bi-Weekly Step 1</th>
<th>Bi-Weekly Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1125</td>
<td>Health and Human Services Program Analyst, Associate</td>
<td>42</td>
<td>$1847.20</td>
<td>$2474.40</td>
</tr>
<tr>
<td>1126</td>
<td>Health and Human Services Program Analyst</td>
<td>46</td>
<td>$2039.20</td>
<td>$2733.60</td>
</tr>
<tr>
<td>1127</td>
<td>Health and Human Services Program Analyst, Senior</td>
<td>50</td>
<td>$2251.20</td>
<td>$3017.60</td>
</tr>
<tr>
<td>1410</td>
<td>Manager, Department of Employment and Social Services Facilities</td>
<td>56</td>
<td>$2611.20</td>
<td>$3498.40</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED that the Butte County Board of Supervisors hereby amends Section 14 of Ordinance No. 4179 of the County of Butte entitled “570-Employment and Social Services” by adding there to the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class Code</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0</td>
<td>1127/1126/1125</td>
<td>Health and Human Services Program Analyst, Senior/ Health and Human Services Program Analyst/ Health and Human Services Program Analyst, Associate</td>
</tr>
<tr>
<td>1.0</td>
<td>1410</td>
<td>Manager, Department of Employment and Social Services Facilities</td>
</tr>
<tr>
<td>1.0</td>
<td>5303</td>
<td>Program Manager, Employment and Social Services (Sunset to end 6/30/2021)</td>
</tr>
</tbody>
</table>

And deleting

<table>
<thead>
<tr>
<th>Position</th>
<th>Class Code</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.0</td>
<td>1028/1026/1025</td>
<td>Administrative Analyst, Senior/Administrative Analyst/Administrative Analyst, Associate (Effective 4/18/2020)</td>
</tr>
<tr>
<td>2.0</td>
<td>1288/1287</td>
<td>Financial Technician, Senior/Financial Technician</td>
</tr>
<tr>
<td>1.0</td>
<td>1336/1335/1334</td>
<td>Information Systems Analyst, Senior/Information Systems Analyst/Information Systems Analyst, Associate</td>
</tr>
</tbody>
</table>

Thereby decreasing total allocations by 2.
NOW, THEREFORE, BE IT RESOLVED that the Butte County Board of Supervisors hereby amends Section 19 of Ordinance No. 4179 of the County of Butte entitled “411-Library” by adding there to the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class Code</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>2815</td>
<td>Library Assistant</td>
</tr>
</tbody>
</table>

Thereby increasing total allocations by 1.5.

PASSED AND ADOPTED by the Butte County Board of Supervisors this 14th day of April, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN: 

______________________________
Steve Lambert, Chair  
Butte County Board of Supervisors

ATTEST:  
Shari McCracken, Chief Administrative Officer  
and Clerk of the Board of Supervisors

By: ________________________________  
Deputy