



TIFFANY A. MARTINEZ
CLERK OF THE
BOARD OF SUPERVISORS

204 S. COURT STREET
ALTURAS, CALIFORNIA
96101

(530) 233-6201

**Reclassification Review and Salary Adjustment Committee
Special Meeting
February 24, 2021**

Call to Order

Attendee Name	Title	Status	Arrived
Geri Byrne	Supervisor	Present	10:00 AM
Kathie Rhoads	Supervisor	Present	10:00 AM
Lillian Toaetolu	Deputy Road Commissioner - Projects and Admin	Present	10:00 AM
Kristen DePaul	Assessor/Recorder	Present	10:00 AM
Tiffany Martinez	Clerk of the Board/ACAO	Present	10:00 AM

I. Planning Items

1.a. CONSIDERATION/ACTION: Requesting to create the position of Senior Planner, Range 323: Step A-F; \$4,884.00-\$6,233.00 monthly and make a recommendation to the Board of Supervisors. (Planning)

County Administrative Officer, Chester Robertson, provided a background on the proposed creation of the Senior Planner for succession planning for the department.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Assessor/Recorder, Kristen DePaul, to recommend as amended to the Board of Supervisors the creation of the position of Senior Planner, Range 320: Step A-F; \$4,812.00-\$6,143.00 monthly with the following changes to the job descriptions:

- 1. Change "Ability to" to "Required to" on the class specification.**
- 2. Bachelor degree in planning or a related field, three years of responsible professional experience in urban or rural planning; or an equivalent combination of education and experience.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor/Recorder
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

II. District Attorney Items

- 2.a. **CONSIDERATION/ACTION: Requesting approval to create the position of Deputy District Attorney III, Range 385: Step A-F; \$6,656.00 - \$8,495.00 monthly and make a recommendation to the Board of Supervisors. (District Attorney)**

District Attorney, Cynthia Campbell, provided a background on the proposed reclassification.

A discussion was held and several questions were asked of District Attorney Campbell.

Ordered on a motion by Assessor/Recorder, Kristen DePaul, seconded by Deputy Road Commissioner, Lillian Toaetolu, to recommend as amended to the Board of Supervisors to create the position of Deputy District Attorney III, Range 382: Step A-F; \$6,557.00 - \$8,369.00 monthly with the following changes to the job description:

- 1. Remove "or complaints"**
- 2. Remove "Federal"**
- 3. Remove "Budgeting procedures and techniques"**
- 4. Required to: Support the vision and mission....**
- 5. Correct justified to justifies**
- 6. Update to Bullet point number two under examples of duties to two different bullet points**
- 7. Add to Deputy District II "With additional experience and abilities incumbents may be eligible for advancement in this series."**
- 8. Remove bullet point "Review crime reports filed by law enforcement and analyze evidence that includes interviewing witnesses and victims."**
- 9. Remove from Licensing and Certification "Graduation from an accredited law school."**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Kristen DePaul, Assessor/Recorder
SECONDER:	Lillian Toaetolu, Deputy Road Commissioner - Projects and Admin
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

- 2.b. **CONSIDERATION/ACTION: Requesting approval to create the position of Deputy District Attorney II, Range 362: Step A-F; \$5,934.00 - \$7,575.00 monthly and make a recommendation to the Board of Supervisors. (District Attorney)**

District Attorney, Cynthia Campbell, provided a background on the proposed reclassification.

Ordered on a motion by Assessor/Recorder, Kristen DePaul, seconded by Deputy Road Commissioner, Lillian Toaetolu, to recommend as amended to the Board of Supervisors to create the position of Deputy District Attorney II, Range 359: Step A-F; \$5,846.00- \$7,460.00 monthly with the following changes to the job description:

- 1. Remove "or complaints"**
- 2. Remove "Federal"**
- 3. Remove "Budgeting procedures and techniques"**
- 4. Required to: Support the vision and mission....**

5. Correct justified to justifies
6. Update to Bullet point number two under examples of duties to two different bullet points
7. Add to Deputy District II "With additional experience and abilities incumbents may be eligible for advancement in this series."
8. Remove bullet point "Review crime reports filed by law enforcement and analyze evidence that includes interviewing witnesses and victims."
9. Remove from Licensing and Certification "Graduation from an accredited law school."

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Kristen DePaul, Assessor/Recorder
SECONDER:	Lillian Toaetolu, Deputy Road Commissioner - Projects and Admin
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

- 2.c. **CONSIDERATION/ACTION: Requesting approval to create the position of Deputy District Attorney I, Range 343: Step A-F; \$5,397.00 - \$6,888.00 monthly and make a recommendation to the Board of Supervisors. (District Attorney)**

District Attorney, Cynthia Campbell, provided a background on the proposed reclassification.

Ordered on a motion by Assessor/Recorder, Kristen DePaul, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to create the position of Deputy District Attorney I, Range 340: Step A-F; \$5,316.00 - \$6,785.00 monthly with the following changes to the job description:

1. Remove "or complaints"
2. Remove "Federal"
3. Remove "Budgeting procedures and techniques"
4. Required to: Support the vision and mission....
5. Correct justified to justifies
6. Update to Bullet point number two under examples of duties to two different bullet points
7. Add to Deputy District II "With additional experience and abilities incumbents may be eligible for advancement in this series."
8. Remove bullet point "Review crime reports filed by law enforcement and analyze evidence that includes interviewing witnesses and victims."
9. Remove from Licensing and Certification "Graduation from an accredited law school."

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Kristen DePaul, Assessor/Recorder
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

2.d. CONSIDERATION/ACTION: Requesting a recommendation regarding the Assistant District Attorney position to be archived or remain in the allocation table for the District Attorney's office. (District Attorney)

District Attorney, Cynthia Campbell, requested to have the position archived.

Ordered on a motion by Assessor/Recorder, Kristen DePaul, seconded by Assistant County Administrative Officer, Tiffany Martinez, to archive the position of Assistant District Attorney.

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kristen DePaul, Assessor/Recorder
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

III. Reclassification Committee Items

3.a. DISCUSSION/INFORMATION: Discussion and possible recommendation to the Board of Supervisors to request Department Heads review of job classifications for possible clarification and legal updates. (Board of Supervisors)

Supervisor, Kathie Rhoads, reported she had requested the agenda item.

CAO Robertson, provided a background on the need to review departmental job descriptions incrementally. CAO Robertson reported on the departments who have been reclassified and the remaining departments which would need to be reclassified in future meetings.

Supervisor Byrne stated the job descriptions needed to be updated to current standards.

CAO Robertson reported if the job description is updated it would need to be approved by the union.

Supervisor Byrne requested to have the department heads review and make a recommendation on updating the job descriptions to current standards.

Assessor DePaul reported the need for the Assessor/Recorder department to be reclassified due to the difficulty in attracting qualified staff due to the low salary ranges in her department.

A discussion was held on the challenge of reclassifying positions in a county that is on a fixed income.

The Reclassification Review and Salary Adjustment Committee made a recommendation for Department Heads to review their job descriptions and make proposals to bring the job classifications up to current standards.

3.b. CONSIDERATION/ACTION: Recommendation to the Board of Supervisors for County Counsel to review of job classifications including exempt and non-exempt status. (Board of Supervisors)

Supervisor Rhoads provided a background on the request to have County Counsel review job classifications in regard to exempt and non-exempt status.

Supervisor Byrne reported in consultation with County Counsel, the recommendation was to have the exempt/non-exempt status on the job classification.

CAO Robertson provided a background on the exempt versus non-exempt status for the County of Modoc job descriptions and provided examples of other counties. A lengthy background was provided on the reorganization of county departments to address California employment laws.

Assessor/Recorder DePaul provided concerns on labeling the job classifications as exempt or non-exempt. Assessor/Recorder DePaul suggested placing a disclaimer on the job classification related to the exempt/non-exempt status of the job classification.

Supervisor Byrne reported that her understanding is in order for payroll to be implemented by county staff, there has to be a determination on the exempt/non-exempt status of every job classification.

CAO Robertson reported that he had this discussion with the Auditor and would like to make the statement that accounting does not drive management, accounting documents what management does. CAO Robertson provided examples on the documentation of management through accounting for the benefit of the county.

A lengthy discussion was held and several questions were asked of CAO Robertson.

Director of Human Resources, Pam Randall, provided a background on the Fair Labor Standards Act (FLSA) guidebook.

Supervisor Byrne requested to have County Counsel be a part of the discussion.

A further discussion was held regarding the process to determine exempt/non-exempt status of a job classification.

CAO Robertson provided a draft form to apply the exempt/non-exempt status test and then have the employee execute the acknowledgement form of the exempt/non-exempt status of the job classification. CAO Robertson reported on the request to have County Counsel review the draft process and forms.

A further discussion was held regarding job classifications and the inclusion of County Counsel.

Ordered on a motion by Assistant County Administrative Officer, Tiffany Martinez, seconded by Deputy Road Commissioner, Lillian Toaetolu to consult with County Counsel and the

Exempt/Non-Exempt Ad Hoc Committee on the proposed change in structure and process of determining the status of exempt/non-exempt on job classifications.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Lillian Toaetolu, Deputy Road Commissioner - Projects and Admin
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

Adjournment

Motion to adjourn.

Motion to adjourn the February 24, 2021 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Kristen DePaul, Assessor/Recorder
AYES:	Byrne, Rhoads, Toaetolu, DePaul, Martinez

The meeting was adjourned at 12:04 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors