



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
Meeting
May 24, 2023**

Call to Order

Attendee Name	Title	Status	Arrived
Tiffany Martinez	Clerk of the Board/ACAO	Present	10:00 AM
Geri Byrne	Supervisor	Present	10:00 AM
Kathie Rhoads	Supervisor	Present	10:00 AM
Tex Dowdy	Sheriff	Present	10:00 AM
Julie Sherer	Human Resources Analyst I	Present	10:00 AM
Chester Robertson	County Administration Officer	Present	10:00 AM
Mickey Cole	Extra Help	Present	10:00 AM

Pledge of Allegiance

Approval or Additions/Deletions to Agenda

Assistant County Administrative Officer/Clerk of the Board, Tiffany Martinez, requested that item 3.a. be placed before item 2.a. on the agenda.

Motion to approve the agenda as amended.

RESULT: APPROVED [UNANIMOUS]
MOVER: Geri Byrne, Supervisor
SECONDER: Julie Sherer, Human Resources Analyst I
AYES: Martinez, Byrne, Rhoads, Dowdy, Sherer

1. Library Items

1.a. CONSIDERATION/ACTION: Requesting to create the job classification and salary for a Library Technician I, Range 225: Step A-J; \$2,996.00 to \$3,823.00 monthly and make a recommendation to the Board of Supervisors. (Library)

County Administrative Officer, Chester Robertson, provided a background on the Library class specification series.

Library Director, Kris Anderson, provided a background on the position which will create a career path within the library.

A discussion was held regarding ranges that meet current minimum wage requirements.

A discussion was held regarding benefits for the position.

A discussion was held regarding the salary of similar positions within the County and the necessity to maintain parity within the County.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Clerk of the Board/ACAO, Tiffany Martinez, to recommend as amended to the Board of Supervisors to create the job classification and salary for a Library Technician I, Range 182: Step A-J; \$2,708.00 to \$4,201.00 monthly and designate this job classification as non-exempt.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Julie Sherer, Human Resources Analyst I
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

1.b. CONSIDERATION/ACTION: Requesting to create the job classification and salary for a Library Technician II, Range 245: Step A-J; \$3,309.00 to \$4,223.00 monthly and make a recommendation to the Board of Supervisors. (Library)

Library Director, Kris Anderson provided a background on the position.

A discussion was held regarding the differences in the class specifications of the Library Technician I and Library Technician II positions.

A discussion was held regarding ranges.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to create the job classification and salary for a Library Technician II, Range 202: Step A-J; \$2,992.00 to \$4,641.00 monthly and designate the job classification as non-exempt.

A discussion was held regarding the job description.

The maker of the motion amended their motion to also accept the job description. The second concurred.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to create the job classification and salary for a Library Technician II, Range 202: Step A-J; \$2,992.00 to \$4,641.00 monthly, designate the job classification as non-exempt and accept the job classification.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

1.c. CONSIDERATION/ACTION: Requesting a recommendation to the Board of Supervisors to close out the Library Associate II and Technical Services Coordinator class specification for the County of Modoc. (Library)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Julie Sherer, Human Resources Analyst I
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

The Chair of the Board moved to item 3.a. upon completion of the item.

2. Road Department Items

2.a. CONSIDERATION/ACTION: Requesting a recommendation to the Board of Supervisors to close out the Fiscal Officer class specification for the County of Modoc. (Administrative Services)

County Administrative Officer (CAO), Chester Robertson, provided a background on the request to close out the Roads Department Fiscal Officer class specification.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Julie Sherer, Human Resources Analyst I
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

The Chair of the Board moved to item 3.b. upon completion of the item.

3. Administrative Services Items

3.a. CONSIDERATION/ACTION: Requesting approval to create the position of Road Department Financial Manager and make a recommendation to the Board of Supervisors on the salary and class specification. (Road/Airport)

Road Commissioner, Mitch Crosby, provided a background on the proposed creation of the position. Road Commissioner Crosby requested to set a dollar amount for the position rather than a range due to a possible twelve percent (12%) Cost of Living Adjustment (COLA) that would apply to the position if approved by the Board of Supervisors. Road Commissioner Crosby reported that some additional duties had been added to the job classification.

A discussion was held and questions were asked of Road Commissioner Crosby regarding educational requirements for the position and if those requirements were similar to Financial Manager requirements in other departments within the County.

Road Commissioner Crosby replied that the educational requirements for the position were similar to Financial Manager requirements in other departments within the County.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Sheriff, Tex Dowdy, to recommend to the Board of Supervisors to create the position of Road Department Financial Manager and set the salary at \$4,878.00 monthly.

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Sherer, Human Resources Analyst I
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

The Chair of the Board moved to item 2.a. upon completion of the item

3.b. CONSIDERATION/ACTION: Requesting to review the class specification and salary for the Administrative Assistant, Range 203: Step A-J; \$3,006.00 to \$4,663.00 monthly and make a recommendation to the Board of Supervisors. (Administrative Services)

County Administrative Officer (CAO), Chester Robertson, provided a background on the position and reported the title was used in the Road Department and other departments throughout the county.

A discussion was held regarding the salary survey and the benefits for the position.

Assistant County Administrative Officer/Clerk of the Board, Tiffany Martinez, provided comments that the job classification would be updated before it was presented to the Board of Supervisors.

A brief discussion was held regarding possible ranges and the need to maintain parity within the County.

A discussion was held regarding the job classification which would create a career path for possible promotion into Support Services Administrator.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Administrative Assistant, Range 203: Step A-J; \$3,006.00 to \$4,663.00 monthly to Range 221: Step A-J; \$3,288.00 to \$5,101.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Julie Sherer, Human Resources Analyst I
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

3.c. CONSIDERATION/ACTION: Requesting to review the class specification and salary for the Deputy Director of Public Works, Range 296: Step A-F; \$4,269.00 to \$5,447.00 and make a recommendation to the Board of Supervisors. (Administrative Services)

County Administrative Officer (CAO), Chester Robertson, provided a background on the position and stated the position had been vacant for ten (10) years. CAO Robertson reported language had been included to possibly merge Public Works with the Road Department in the future. CAO Robertson discussed available funds and reviewed County obligations with grants and necessary work throughout the county.

A discussion was held regarding revenue.

Road Commissioner, Mitch Crosby, requested to set a dollar amount for the position rather than a range due to a possible twelve percent (12%) Cost of Living Adjustment (COLA) that would apply to the position if approved by the Board of Supervisors.

A discussion was held regarding the salary survey.

A discussion was held regarding educational requirements for the position.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Sheriff, Tex Dowdy, to recommend to the Board of Supervisors to reclassify the position of Deputy Director of Public Works and set the salary to \$6,515.00 monthly.

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Sherer, Human Resources Analyst I
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

11:00 a.m. The Chair of the Board called for a 5 minute recess.

11:06 a.m. The committee reconvened with all members present and moved to item 4.a.

4. Behavioral Health Items

4.a. CONSIDERATION/ACTION: Requesting to review and update the class specification for the Behavioral Health Peer Specialist I and II. (Public Health)

Director of Health Services, Stacy Sphar, provided a background on the positions. Director of Health Services Sphar requested to reclassify the Behavioral Health Peer Specialist III to a II, reclassify the Behavioral Health Peer Specialist II to a I and remove the Behavioral Health Peer Specialist III class specification. Director of Health Services Sphar reported that the State had created a Peer Specialist certification program and the proposed class specification included the new Peer Specialist certification language.

Assistant County Administrative Officer/Clerk of the Board, Tiffany Martinez, requested to add the standard language to the class specification including supports the mission and vision and requested to split the two positions into individual class specifications.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Human Resources Analyst I, Julie Sherer, to recommend as amended to the Board of Supervisors to update the class specification for the Behavioral Health Peer Specialist I and II with the inclusion of the following changes:

- 1. Add standard language to the class specification.**
- 2. Divide the Behavioral Health Peer Specialist I and II into separate classifications.**
- 3. Move Behavioral Health Peer Specialist II to I; Move Behavioral Health Peer Specialist III to II; Remove Behavioral Health Peer Specialist III.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Julie Sherer, Human Resources Analyst I
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

5. Health Services Items

5.a. CONSIDERATION/ACTION: Requesting to review the job classification and salary of Environmental Health Technician, Range 180: Step A-J; \$2,681.00 to \$3,424.00 monthly and make a recommendation to the Board of Supervisors. (Environmental Health)

Director of Health Services, Stacy Sphar, provided a background on the position. Director of Health Services Sphar reported the Environmental Health Technician was an entry-level position in the job classification series. Director of Health Services Sphar provided comments that the position would require some college course work to be completed and the individual in the position must be in the process of completing and obtaining licensure.

A discussion was held regarding education requirements.

A discussion was held regarding the salary survey.

A discussion was held regarding the requirements of similar classifications of other departments within the county.

A discussion was held regarding ranges.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Supervisor, Geri Byrne, to recommend to the Board of Supervisors to reclassify the position of Environmental Health Technician, Range 180: Step A-J; \$2,681.00 to \$3,424.00 monthly to Range: 225; Step A-J; \$3,356.00 to \$5,205.00 monthly.

County Administrative Officer, Chester Robertson, reported some language additions should be included in the job classification series.

A brief discussion was held regarding if groundwater regulation language should be included in the position.

Director of Health Services Sphar replied she believed the groundwater regulation language should apply to licensed positions in the series but not be included in this position.

The maker of the motion amended their motion to include the additional language and to work with Administration and the Director of Health Services on the class specification. The second concurred.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Environmental Health Technician, Range 180: Step A-J; \$2,681.00 to \$3,424.00 monthly to Range: 225; Step A-J; \$3,356.00 to \$5,205.00 monthly with the addition of the following changes:

- 1. Add language to the job description: "Assists the County in administration of the Sustainable Groundwater Management Act and related State orders".**
- 2. Work in coordination with Administration and the Director of Health Services on the class specification.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Julie Sherer, Human Resources Analyst I
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

5.b. CONSIDERATION/ACTION: Requesting to review the job classification and salary of Environmental Health Specialist I, Range 225: Step A-J; \$3,356.00 to \$4,282.00 monthly and make a recommendation to the Board of Supervisors. (Environmental Health)

Director of Health Services, Stacy Sphar, provided a background on the position. Director of Health Services Sphar reported this position was the first in the series that required licensure. Director of Health Services Sphar provided comments that the position did not require two years of experience but did require a license.

A discussion was held regarding college course work requirements for the position in comparison to other positions in the County.

A discussion was held regarding ranges.

Supervisor Byrne asked if an Environmental Health Technician could promote to Environmental Health Specialist I.

Director of Health Services Sphar replied an Environmental Health Technician could promote to the Environmental Health Specialist I position if they obtained their license.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Supervisor, Geri Byrne, to recommend to the Board of Supervisors to reclassify the position of Environmental Health Specialist I, Range 225: Step A-J; \$3,356.00 to \$4,282.00 monthly to Range 282: Step A-J; \$4,459.00 to \$6,916.00 monthly.

A discussion was held regarding recommended additional language and the recommendation to work with Administration and the Director of Health Services on the class specification.

The maker of the motion amended their motion. The second concurred.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Environmental Health Specialist I, Range 225: Step A-J; \$3,356.00 to \$4,282.00 monthly to Range 282: Step A-J; \$4,459.00 to \$6,916.00 monthly with the addition of the following changes:

- 1. Add language to the job description: "Assists the County in administration of the Sustainable Groundwater Management Act and related State orders".**
- 2. Work in coordination with Administration and the Director of Health Services on the class specification.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

5.c. CONSIDERATION/ACTION: Requesting to review the job classification and salary of Environmental Health Specialist II, Range 265: Step A-J; \$4,096.00 to \$5,228.00 monthly and make a recommendation to the Board of Supervisors. (Environmental Health)

Director of Health Services, Stacy Sphar, provided a background on the position. Director of Health Services Sphar reported the position was the third step in the job classification series and would require two years of education in addition to the licensing requirement.

A discussion was held regarding steps between ranges.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Human Resources Analyst I, Julie Sherer, to recommend as amended to the Board of Supervisors to reclassify the position of Environmental Health Specialist II, Range 265: Step A- J; \$4,096.00 to \$5,228.00 monthly to Range 302: Step A-J; \$4,927.00 to \$7,644.00 monthly with the addition of the following changes:

- 1. Add language to the job description: "Assists the County in administration of the Sustainable Groundwater Management Act and related State orders".**
- 2. Work in coordination with Administration and the Director of Health Services on the class specification.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Julie Sherer, Human Resources Analyst I
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

5.d. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Director of Environmental Health, Range 358: Step A-F; \$5,817.00 to \$7,425.00 monthly and make a recommendation to the Board of Supervisors. (Public Health)

Director of Health Services, Stacy Sphar, provided a background on the position.

Supervisor Byrne provided a handout proposing the Director of Environmental Health class specification be changed to report directly to the Board of Supervisors. Supervisor Byrne reported other department Directors within the County served under the Board of Supervisors and the County Administrative Officer. Supervisor Byrne stated the position would have the same responsibilities of all other directors in the County. Supervisor Byrne reported a salary survey conducted with the change in who the position reports to supported a slight increase in the range for the position. Supervisor Byrne detailed some language changes and job description additions that had been included in the handout.

Director of Health Services Sphar stated there was no language for a health officer, which the position fell under.

A discussion was held regarding ranges.

County Administrative Officer (CAO), Chester Robertson, provided comments that he did not have enough information to be able to recommend a salary number.

A discussion was held regarding job duties and who the position reported to in other counties.

CAO Robertson provided comments that research would be necessary to determine the specific wording that must be included for positions that answer directly to the Board of Supervisors, and research on what other counties have done regarding funding structure.

Supervisor Byrne replied she agreed with the concept and requested CAO Robertson conduct research and recommend a salary before the item was brought before the Board of Supervisors.

CAO Robertson replied he would prefer a committee determine a salary recommendation. CAO Robertson discussed items to be researched and suggested no action be taken at this time and the item should be brought back to the next Reclassification Review and Salary Adjustment Committee meeting.

Ordered on a motion by Human Resources Analyst I, Julie Sherer, seconded by Supervisor, Geri Byrne, to postpone the item to the next Reclassification Review and Salary Adjustment Committee Meeting and take no action at this time.

Motion carried unanimously.

RESULT:	POSTPONE
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Handout Provided - Proposed Class Specification for the Director of Environmental Health position.

RESULT:	ANNOUNCED
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Adjournment

Motion to adjourn.

Motion to adjourn the May 24, 2023 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Martinez, Byrne, Rhoads, Dowdy, Sherer

The meeting was adjourned at 12:20 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors