



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
June 27, 2022**

Call to Order

Attendee Name	Title	Status	Arrived
Geri Byrne	Supervisor	Present	10:00 AM
Kathie Rhoads	Supervisor	Present	10:00 AM
Tiffany Martinez	Clerk of the Board/ACAO	Present	10:00 AM
Chester Robertson	County Administration Officer	Present	10:00 AM
Pam Randall	Human Resources Director and Risk Manager	Present	10:00 AM
Cheryl Knoch	Treasurer/Tax Collector	Present	10:00 AM
Mickey Cole	Extra Help	Present	10:00 AM
Thomas Sandage	Director of Social Services	Present	10:00 AM

1. Consideration/Action

1.a. CONSIDERATION/ACTION: Requesting approval of the May 23, 2022 Reclassification Review and Salary Adjustment Committee meeting minutes. (Clerk of the Board)

RESULT: APPROVED [UNANIMOUS]
MOVER: Geri Byrne, Supervisor
SECONDER: Kathie Rhoads, Supervisor
AYES: Byrne, Rhoads, Martinez, Knoch, Sandage

2. Agriculture Items

2.a. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Agricultural Technician I, Range 198: Step A-F; \$2,619.00 - \$3,343.00 monthly and make a recommendation to the Board of Supervisors. (Administrative Services)

County Administrative Officer (CAO), Chester Robertson, provided a background on the job classification. CAO Robertson reported a mixed survey across other counties for the job reclassification and reported the goal would be to achieve parity with other organizations. CAO Robertson provided a report on the following: 1) The newly formulated average for Field II would place the salary above the Agricultural Inspector; 2) The Agricultural Inspector had been reclassified four (4) years ago and would need to be revised in the future; 3) The position did not require a degree; 4) The Agricultural Inspector series required a Bachelor's degree; 5) There was currently one (1) staff position in the allocation table.

Assistant County Administrative Officer (ACAO), Tiffany Martinez, reported an adjustment had been necessary to the numbers of two surveyed counties to remove extra zeros in the survey figures, and the adjustment had created a new average of \$2,069.62 monthly and \$54,155.04 yearly for the job classification.

Treasurer/Tax Collector, Cheryl Knoch asked if parity studies had been performed between departments within the county as well as between other counties which had similar job qualifications.

CAO Robertson reported some positions in the county had not been reclassified since 1997. CAO Robertson reported that reclassifying the positions could cause some parity adjustments in the future for positions that were reclassified after 2014. CAO Robertson reported the importance of the reclassification process to create parity with minimum wage. CAO Robertson reported the Road Department had been used for internal parity for this job classification.

Treasurer/Tax Collector Knoch reported she would like to see an increase in experience required for the proposed pay range for the position.

CAO Robertson replied the Agriculture Technician II position required the pursuit of an Associate's degree or required a certain number of years of agriculture experience. CAO Robertson reported the job classification series could be a career path for employees.

Treasurer/Tax Collector Knoch provided comments on the following: 1) She believed beginning a position at a Range 233 should require three (3) years of agriculture experience; 2) The job description should specify what type of agriculture experience was necessary for a qualified applicant; 3) The position should not be based on work in the field only but also be based on agriculture knowledge.

A discussion followed regarding minimum qualification requirements, and several questions were asked of Treasurer/Tax Collector Knoch.

ACAO Martinez asked if Del Norte County's minimum qualifications list could serve as a template in the creation of the job qualifications list, and would stronger language than Del Norte County's minimum qualifications be preferred.

Treasurer/Tax Collector, Cheryl Knoch, replied she would be in favor of a similar minimum qualifications list, and requested an additional year of agriculture experience.

CAO Robertson reported it would be challenging to require that level of experience since it was an entry-level position.

Treasurer/Tax Collector Knoch replied the proposed range was not an entry-level salary and believed it would be out of alignment within the county.

Human Resources Director and Risk Manager (HR Director), Pam Randall, reported if stronger qualifications were desired they could be added. HR Director Randall provided comments on the rising cost of living.

A brief discussion was held regarding the date the Treasurer/Tax Collector positions had been reclassified.

Treasurer/Tax Collector, Cheryl Knoch reported there were requirements of knowledge for the job. Treasurer/Tax Collector Knoch provided comments there was a great responsibility with the position and she believed the position should require more experience and/or some amount of schooling.

Director of Social Services, Tom Sandage reported the Department of Social Services listed either experience or schooling as a requirement for a position in their department and recommended and/or could be added to the job description. Director of Social Services Sandage reported if positions in the county were not brought to parity with other counties it could be difficult to draw applicants to rural Modoc County. Director of Social Services Sandage reported he believed the increase in requirements could be beneficial.

A discussion followed regarding licensure requirements and educational requirements for the position.

CAO Robertson reported the current staff had an Associate's degree level of education but had not yet earned the degree.

Treasurer/Tax Collector Knoch recommended requiring an applicant to be able to obtain the licensure and take required classes and tests within one (1) year. Treasurer/Tax Collector Knoch requested the job description be updated to reflect the requirement to have or take the appropriate tests.

Supervisor Byrne recommended a review of the qualifications required in order to take the tests.

ACAO Robertson reported the test was only offered three (3) times per year and the testing process could take time.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Assistant County Administrative Officer, Tiffany Martinez, to recommend as amended to the Board of Supervisors to reclassify the position of Agricultural Technician I, Range 198: Step A-F; \$2,619.00 - \$3,343.00 monthly to Range 233: Step A-F; \$3,117.00 - \$3,978.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

2.b. CONSIDERATION/ACTION: Requesting to create the position of Agriculture Technician II, Range 253: Step A-F; \$3,445.00 - \$4,396.00 monthly as a non-exempt status and make a recommendation to the Board of Supervisors. (Administrative Services)

County Administrative Officer (CAO), Chester Robertson provided a background on the position.

Treasurer/Tax Collector Knoch reported the job requirement should contain completion of two years of college classes with course work in Agriculture, and recommended the job description should include verbiage an applicant would be required to possess an Associate of Science (AS) or an Associate of Arts (AA) degree.

CAO Robertson replied he agreed with the requirement of an AS or AA degree.

Treasurer/Tax Collector Knoch asked if the committee preferred to strike a portion of the language of requirements.

Director of Health Services, Thomas Sandage, asked if there was an expectation to have all areas of appropriate licenses obtained eventually.

CAO Robertson replied an applicant could not obtain all required licenses in one (1) year. CAO Robertson reported he would like to retain the requirement for the licenses in order to create a career path for the position.

Treasurer/Tax Collector Knoch included in her motion the striking of "be able to obtain" from the job description under Licensing and Certification which states: "Possess or be able to obtain an appropriate State license for agricultural inspection/biologist, pesticide, Weights, and Measures Seal.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to create the position of Agriculture Technician II, Range 253: Step A-F; \$3,445.00 - \$4,396.00 monthly as a non-exempt status with the inclusion of the recommended verbiage to be updated from the job classification prior to approval by the Board of Supervisors.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

3. District Attorney Items

3.a. **CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Paralegal I, Range 218: Step A-F; \$2,892.00 - \$3,691.00 monthly and make a recommendation to the Board of Supervisors. (Administrative Services)**

District Attorney (DA), Cynthia Campbell, provided a background on the position. DA Campbell reported the current Paralegal was at a Paralegal II level and possessed a Bachelor's degree and nine (9) years of work with the county. DA Campbell reported the request was being made in order to bring the position up to parity. DA Campbell provided a report on some of the job duty requirements which included: 1) Compiling of trial binders; 2) Filing of motions; 3) Performing research.

Treasurer/Tax Collector, Cheryl Knoch asked what were the requirements of education for the position.

DA Campbell replied it was equivalent to an Associate of Arts degree for Paralegal I and a Bachelor's degree or equivalent for a Paralegal II.

Ordered on a motion by Director of Social Services, Thomas Sandage, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Paralegal I from Range 218: Step A-F; \$2,892.00 - \$3,691.00 monthly to Range 253: Step A-F; \$3,445.00 - \$4,396.00 monthly.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Thomas Sandage, Director of Social Services
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

3.b. **CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Paralegal II, Range 228: Step A-F; \$3,041.00 - \$3,882.00 monthly and make a recommendation to the Board of Supervisors. (Administrative Services)**

District Attorney (DA), Cynthia Campbell, provided a background on the position. DA Campbell provided a description of some of the duties of the Paralegal II position, including the following: 1) Duties within the DA's office; 2) Trial preparation; 3) Witness subpoenas; 4) Organization and coordination of those required to be at trial and preliminary trial preparation for those served with subpoenas. DA Campbell reported the position had not been reclassified in several years, and the parity studies had been prepared by the Administration office.

Supervisor Byrne reported she believed setting the range twenty (20) ranges above the Paralegal I position was appropriate.

A brief discussion was held regarding the formulation of the average compensation for the position when including benefits.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to reclassify the position of Paralegal II from Range 228: Step A-F; \$3,041.00 - \$3,882.00 monthly to Range 273: Step A-F; \$3,806.00 - \$4,857.00 monthly.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

3.c. CONSIDERATION/ACTION: Requesting permission to create the position of District Attorney Investigator, Range 320: Step A-F; \$4,812.00 - \$6,143.00 monthly as a non-exempt status and make a recommendation to the Board of Supervisors. (Administrative Services)

District Attorney (DA), Cynthia Campbell, provided a report on the position. DA Campbell reported the title should be Chief District Attorney Investigator. DA Campbell reported the word Chief should be included due to the following reasons: 1) The amount of training the position would require with less management training and more front-line training; 2) Requirement for post-certification; 3) Requirement for District Attorney Investigator's Association.

Supervisor Byrne provided comments the range request was extremely high compared to other positions within the county. Supervisor Byrne asked if a title of Chief was necessary, which could mean there would be people beneath the position.

DA Campbell replied there were reasons for the necessity of the title of the position to include the word Chief, including reduced costs of training, for grants proposals as well as other various reasons. DA Campbell reported a Welfare Investigator was limited to performing Welfare investigations. DA Campbell reported the department currently had a single forensic investigator and when they were out of the office there was no one to interview child victims of assault and violence. DA Campbell reported the current applicant possesses the training needed to be updated, and the training could be covered by a Victim Witness grant. DA Campbell reported other grants would support additional funding if the position performed forensic interviews, which would not be part of a welfare-only investigator. DA Campbell reported the current applicant was engaged in training to be a licensed code-enforcement worker and because of that engagement, it caused the applicant to not be in compliance to be only a welfare-fraud investigator. DA Campbell relayed the process of the performance of an investigation following a report from law enforcement and detailed various challenges with the performance of the re-interviewing of victims or witnesses several months after initial reporting. DA Campbell provided a background that the DA could not perform interviews without law enforcement in attendance, and the DA could not interview people and be a prosecutor and witness simultaneously. DA Campbell reported having a Chief DA Investigator would provide cost savings for investigations. DA Campbell reported the Chief DA Investigator would be seeking grants which should be included in the job description.

Supervisor Byrne reported in reviewing the duties of a District Attorney Investigator the figures were appropriate. Supervisor Byrne provided comments that the position would perform duties of code enforcement, DA investigator, and welfare fraud. Supervisor Byrne reported she reviewed all three (3) position ranges and when all three (3) job ranges were figured together it decreased the average. Supervisor Byrne reported a range 320 was too high.

Treasurer/Tax Collector, Cheryl Knoch, asked if the person in the position would be able to complete such a large number of assigned duties and if the workload would be manageable for one individual.

DA Campbell reported a code-enforcement officer had three (3) weeks of intensive training to be able to issue what would be basically an arrest warrant.

Assistant County Administrative Officer, Tiffany Martinez reported the average was near Range 297, and she could support the range. ACAO Martinez stated the job description included several duties and she believed the amount of work to be performed by an individual in the position would be possible.

Supervisor Byrne reported she had figured an average of Range 298.

ACAO Martinez recommended grant writing and other discussed job duties be added to the job description, as well as the inclusion of the standard county technical verbiage regarding the use of smartphones and other technology.

Director of Social Service, Tom Sandage, asked if the person in the position would be writing reports or supervising others.

DA Campbell replied the person in the position would not be writing reports or supervising others, but the position could evolve to include those duties.

Director of Social Services Sandage reported he did not see the potential of supervision in the job description.

District Attorney Campbell replied she would be willing to add potential supervision into the job description.

Director of Social Services Sandage reported he believed it would be beneficial to add potential supervision of others to the job description.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to create the position of District Attorney Investigator, Range 298: Step A-F; \$4,311.00 - \$5,503.00 monthly as a non-exempt status with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

11:08 a.m Motion for a ten minute recess.

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

4. Sheriff/Coroner Items

4.a. CONSIDERATION/ACTION: Requesting to review the job classification and salary for Dispatcher I, Range 203: Step A-F; \$2,840.00 - \$3,625.00 monthly and make a recommendation to the Board of Supervisors. (Sheriff's Office)

Sheriff, Tex Dowdy, and Sheriff's Fiscal/Administrative Assistant/OES, Elizabeth Hallmark, provided a background on the position. Sheriff Dowdy thanked all who assisted in compiling the report. Sheriff Dowdy provided a background on the Dispatcher I position which included the following: 1) The dispatch center is the only Emergency 911 dispatch in the county; 2) The Dispatchers would be required to work on weekends and holidays; 3) The technical job required a minimum of three (3) months of training to be able to work the dispatch console without supervision; 4) The person in the position often works alone; 5) Receives 911 calls; 6) Routes calls; 7) Receives after-hour calls for power companies in the event of power outages; 8) Performs emergency dispatch; 9) Sends out red-alerts; 10) Handles the filing of registration for arson or sex-offenders; 11) Assists with live scans during a shift; 12) The position is in high-demand throughout the state; 13) Individuals were moving in an effort to make a living with the current state of the economy.

Supervisor Byrne reported the proposed range was appropriate for the average.

Treasurer/Tax Collector Knoch reported a Range 244 was right in range for the Deputy Sheriff's Association (DSA) table

A brief discussion was held regarding the DSA table versus the General Unit table.

A discussion was held regarding hours of work as well as salaries and benefits amounts. ACAO Martinez provided updated salary information for the salary form.

Treasurer/Tax Collector Knoch provided comments that it was a high-paying job to start out with the proposed salary range. Treasurer/Tax Collector Knoch reported the requirements for the position included a high school education or a General Educational Development (GED) and one (1) year of responsible clerical experience. Treasurer/Tax Collector Knoch reported the salary level was higher

than a Tax Collector Specialist II. Treasurer/Tax Collector Knoch asked if the amount of necessary job experience could be increased.

Sheriff Dowdy replied the department had much success with people coming into the position due to their technical skills and technology skills. Sheriff Dowdy reported high school graduates were open to learning and change and adapted well to the system. Sheriff Dowdy reported the position would be an excellent entry point to work in the Sheriff's Department. Sheriff Dowdy reported many people could not make it through the three (3) months of required training, and people were doing well with the job. Sheriff Dowdy reported if the position was given a reasonable compensation people would likely remain in the position long-term.

A brief discussion was held regarding educational requirements as well as compensation for the position, and challenges in retaining qualified workers in the position.

Director of Social Services, Tom Sandage, provided comments that other job qualifications appeared to be in line with what the county was requesting. Director of Social Services, Tom Sandage, reported the dispatch position experienced a high turnover rate and an attempt to retain people in the position would be necessary.

Sheriff's Fiscal/Administrative Assistant/OES Hallmark reported some people in the position had received training and then moved to other counties.

Assistant County Administrative Officer (ACAO), Tiffany Martinez, asked if a requirement to remain employed for a specified length of time could be included due to the provided educational component.

Sheriff Dowdy replied a contract agreement would be a question for county counsel to determine. Sheriff Dowdy reported Modoc County was far removed from other areas and people hired had a desire to live in a rural area. Sheriff Dowdy reported the salary increase could encourage them to return to and remain in the rural area.

Sheriff Dowdy reported on post-certification requirements for the position and class requirements such as tactical dispatch training.

ACAO Martinez replied a range 234 on the DSA seemed appropriate.

Human Resources Director and Risk Manager, Pam Randall asked what was the average cost to train a dispatcher.

Sheriff Dowdy replied the class was not expensive but the travel and transportation to the training increased costs. Sheriff Dowdy reported a new hire would sit with a trainer for three (3) months which increased cost.

County Administrative Officer, Chester Robertson, reported the need to increase wages due to inflation and increased cost of living. CAO Robertson offered suggestions on ways the pay increases could be addressed.

ACAO Martinez provided updated benefits numbers and salary into the tables and read the figures aloud.

Sheriff's Fiscal/Administrative Assistant/OES Hallmark provided comments that every opportunity to work with Alliance Workforce Development (AWD) is taken and that requests have been made to AWD to assume training costs in an effort to decrease the county's expenses.

ACAO Martinez reported a Range 234 would place the position higher than the average, and a Range 233 would place the position slightly lower than the average.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to reclassify the position of Dispatcher I from Range 203: Step A-F; \$2,840.00 - \$3,625.00 monthly to Range 234: Step A-F; \$3,306.00 - \$4,219.00 monthly.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

4.b. CONSIDERATION/ACTION: Requesting to review the job classification and salary for Dispatcher II, Range 218: Step A-F; \$3,054.00 - \$3,898.00 monthly and make a recommendation to the Board of Supervisors. (Sheriff's Office)

Assistant County Administrative Officer, Tiffany Martinez, provided updated salary information which was placed in the reclassification form for use by the committee.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to reclassify the position of Dispatcher II from Range 218: Step A-F; \$3,054.00 - \$3,898.00 monthly to Range 254: Step A-F; \$3,654.00 - \$4,664.00 monthly.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

4.c. CONSIDERATION/ACTION: Requesting to review the job classification and salary for Dispatch Supervisor, Range 248: Step A-F; \$3,546.00 - \$4,526.00 monthly and make a recommendation to the Board of Supervisors. (Sheriff's Office)

Sheriff, Tex Dowdy, provided a background on the Dispatch Supervisor position and job description.

Assistant County Administrative Officer, Tiffany Martinez, provided updated salary information which was placed in the reclassification form for use by the committee.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to reclassify the position of Dispatch Supervisor from Range 248: Step A-F; \$3,546.00 - \$4,526.00 monthly to Range 274: Step A-F; \$4,037.00 - \$5,152.00 monthly.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

4.d. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Sheriff's Administrative/Fiscal/OES Assistant, Range 227: Step A-F; \$3,026.00 - \$3,862.00 monthly and make a recommendation to the Board of Supervisors. (Sheriff's Office)

Sheriff, Tex Dowdy, provided a background on the position. Sheriff Dowdy reported some of the duties of the position included: 1) Handling of civil paperwork for wage garnishments, restraining orders, and evictions; 2) Operational planning in a natural disaster; 3) Payroll; 4) Department of Justice Live scans. Sheriff Dowdy reported the position had not been reclassified since 2013. Sheriff Dowdy reported finding someone with all qualifications would be difficult. Sheriff Dowdy reported Sierra County contained the closest job description.

Assistant County Administrative Officer, Tiffany Martinez, reported in order to meet standards with job classification template formatting within the county, an update to the job classification would be necessary before presentation to the Board of Supervisors. ACAO Martinez reported the Sierra County job description could be used as a template in the creation of the job description.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to reclassify the position of Sheriff's Administrative/Fiscal/OES Assistant from Range 227: Step A-F; \$3,026.00 - \$3,862.00 monthly to Range 274: Step A-F; \$3,825.00 - \$4,881.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

4.e. CONSIDERATION/ACTION: Requesting permission to create the position of Sheriff's Financial Manager, Range 300: Step A-F; \$4,355.00 - \$5,559.00 monthly as a non-exempt status and make a recommendation to the Board of Supervisors. (Sheriff's Office)

Sheriff, Tex Dowdy, provided a background on the creation of the position. Sheriff Dowdy reported the Office of Emergency Services could no longer perform the duties of the position due to the COVID-19 pandemic and increase in workload. Sheriff Dowdy reported the position would manage the budget and would also manage grants. Sheriff Dowdy reported the desire for the department to remain under budget and reported he believed having others involved in the budgeting would be helpful.

Supervisor Byrne reported she agreed the position would be a benefit to the Sheriff's office.

A brief discussion was held regarding exempt vs. non-exempt status.

Sheriff Dowdy reported the County Auditor was currently changing over their software system and this would be a beneficial time for a new person to enter the position and learn the new software system.

Supervisor Byrne reported a Range 291 would be considerably higher than the previous range for the position.

Ordered on a motion by Treasurer/Tax Collector, Cheryl Knoch, seconded by Director of Social Services, Thomas Sandage, to recommend as amended to the Board of Supervisors to create the position of Sheriff's Financial Manager, Range 291: Step A-F; \$4,164.00 - \$5,315.00 monthly as a non-exempt status.

Motion approved unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Cheryl Knoch, Treasurer/Tax Collector
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

Adjournment

Motion to adjourn.

Motion to adjourn the June 27, 2022 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Martinez, Knoch, Sandage

The meeting was adjourned at 12:18 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors