



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
July 28, 2022**

Call to Order

Attendee Name	Title	Status	Arrived
Tiffany Martinez	Clerk of the Board/ACAO	Present	9:00 AM
Geri Byrne	Supervisor	Present	9:00 AM
Kathie Rhoads	Supervisor	Present	9:00 AM
Tex Dowdy	Sheriff	Present	9:00 AM
Robert Austin	Roads	Present	9:00 AM

I. Planning Items

1.a. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Assistant Planner, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly and make a recommendation to the Board of Supervisors. (Planning)

Assistant County Administrative Officer, (ACAO) Tiffany Martinez, provided a background on the position and included the following: 1) The position had not been reclassified since 1996; 2) The position was a vital position within the department; 3) The reclassification of the position would assist the Planning Department with succession planning; 4) The current Planning Director would retire in the future; 5) The class specification had been updated extensively and County Administrative Officer, Chester Robertson, had provided input; 6) The job description included standard verbiage such as uses current technology and supports the vision and mission; 7) The format of the job classification was the new standard format for all job classification and had been created by Human Resources Director, Pam Randall; 8) Code enforcement language had been included in the job description to reflect the desire of the Board of Supervisors to move in that direction; 9) The position was currently vacant in the department; 10) The position was a non-exempt position; 11) It was a significant percentage increase but the position had not been reclassified for many years.

Supervisor, Geri Byrne, provided comments that recruitment and retention throughout the county had been a challenge and the reclassification of the position was important.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Assistant Planner, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly to Range 270: Step A-F; \$3,749.00 - \$4,785.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Planning)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

1.b. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Associate Planner, Range 235: Step A-F; \$3,149.00 - \$4,018.00 monthly and make a recommendation to the Board of Supervisors. (Planning)

Assistant County Administrative Officer, Tiffany Martinez, provided a background on the position and included the following: 1) The position was a higher level position within the Planning Department; 2) There was currently one (1) position filled within the county; 3) The proposed range was slightly lower than the average but with the inclusion of benefits, the range was slightly higher than the average of other counties; 4) The position had not been reclassified since 1996; 5) The job classification encompassed all duties the position would perform; 6) The job classification conformed to the new format that had been recommended by Human Resources Director, Pam Randall; 7) The position was a non-exempt position.

A discussion was held regarding recommended ranges between positions within the county.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Associate Planner, Range 235: Step A-F; \$3,149.00 - \$4,018.00 monthly to Range 290: Step A-F; \$4,143.00 - \$5,288.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Planning)

Motion carried unanimously.

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

II. Human Resource Items

2.a. **CONSIDERATION/ACTION: Requesting to create the position of Human Resource Analyst I and make a recommendation to the Board of Supervisors. (Administrative Services)**

Human Resources (HR) Director, Pam Randall, provided a background on the proposed creation of the position. HR Director Randall reported on the following: 1) The job classification from other counties varied; 2) Trindel had been contacted to obtain the most recent and current job classifications for the position; 3) This would create a career path for succession planning within the HR Department; 4) This would be the entry-level position in the series; 5) The position would require some experience in a Human Resources Department or the Administration Department.

Supervisor Byrne asked to clarify if HR Director Randall was the only person in the HR Department currently, and the creation of the position was to have a job series for succession planning.

HR Director Randall replied that the individual placed in the series would have education and experience after completing the HR Analyst series in order to promote to the Human Resources Director position. HR Director Randall reported that no new positions would be added to the Human Resources Department at this time.

Assistant County Administrative Officer, Tiffany Martinez, requested the maker of the motion include that additions be made to the job description.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Clerk of the Board/ACAO, Tiffany Martinez, to recommend as amended to the Board of Supervisors to create the position of Human Resource Analyst I, Range 261: Step A-F; \$3,585.00 - \$4,576.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Administrative Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.b. **CONSIDERATION/ACTION: Requesting to create the position of Human Resource Analyst II and make a recommendation to the Board of Supervisors. (Administrative Services)**

Human Resources (HR) Director, Pam Randall, provided a background on the position and included the following: 1) The position would be the journey level to the series; 2) Advancement to the position could occur after two (2) years of experience as an HR Analyst I; 3) The person in the position would be required to have begun the education process.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to create the position of Human Resource Analyst II, Range 281: Step A-F; \$3,961.00 - \$5,055.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Administrative Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.c. CONSIDERATION/ACTION: Requesting to create the position of Human Resource Analyst III and make a recommendation to the Board of Supervisors. (Administrative Services)

Human Resources (HR) Director, Pam Randall, provided a background on the position and included the following: 1) The individual in this position would begin training for the position of HR Director; 2) Additional duties of the position would include performance of disciplinary actions; 3) Additional duty would include recruiting; 4) Additional duty would be to present recommendations to the Board of Supervisors; 5) This position would be the top phase in order to qualify for the HR Director position; 5) All positions in this series would be confidential non-exempt; 6) The individual in the position would not be eligible to be a part of the Union or the Union process.

Assistant County Administrative Officer, Tiffany Martinez, asked if the position would require certification.

HR Director Randall replied the position would require certification prior to advancement to the HR Director position.

Supervisor Byrne asked if the motion should include changes to the job description.

ACAO Martinez replied the motion should include changes to the job description.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to create the position of Human Resource Analyst III, Range 301: Step A-F; \$4,377.00 - \$5,586.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Administrative Services)

Motion carried unanimously.

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

III. Social Services Items

3.a. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Office Assistant I, Range 137: Step A-F; \$1,931.00 - \$2,464.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Assistant County Administrative Officer, Tiffany Martinez, provided a background on the Social Services Department and recommended to begin with the reclassification of the lower positions within the department before reclassification of the higher positions.

Chair of the Committee, Kathie Rhoads, reported there had been a request to remove several items from the lengthy agenda to be placed on a future agenda. Chair of the Committee Rhoads reported the following items would be removed from the agenda: 1) 3.j.; 2) 3.k.; 3) 3.l.; 4) 3.q.; 5) 3.u.; 6) 3.v.; 7) 3.w 8) 3.x ; 9) 3.y ; 10) 3.z.; 11) 3.aa.

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage expressed appreciation to the Reclassification Review and Salary Adjustment Committee, Human Resources, Administration, Staff Services Manager, Laura Shinn, and her team for gathering and organizing the information. Director of Social Services Sandage reported on the following: 1) The Social Services Department is required to work with CalHR to manage recruitments and hiring processes; 2) Merit requirements the department must adhere to with job classifications; 3) Reorganization within the department; 4) Office Assistant I is an entry-level position within the department; 5) The position requires very little education and background experience; 6) The position would create a career path for individuals to promote within the department.

Assistant County Administrative Officer, Tiffany Martinez, thanked Social Services Director Sandage and all who worked on the packet for the well-organized committee packet which had been submitted.

Supervisor, Geri Byrne, asked if conversations had occurred with other departments in the county that utilize the title of Office Assistant.

Director of Social Services, Tom Sandage, replied the other department in the county that had held the title of Office Assistant was Health Services, and they had recently transitioned the title from Office Assistant to Health Services Administrative Assistant.

Supervisor Byrne reported the allocation table showed Drug and Alcohol also utilized the title of Office Assistant.

Human Resources Director, Pam Randall, replied the Drug and Alcohol would transition out of the title of Office Assistant beginning July 1, 2022.

A discussion was held regarding minimum wage requirements.

A discussion was held regarding the number of ranges between job classifications within the department.

Director of Social Services Sandage provided a background on career paths and the growth opportunities of various positions within the department.

A discussion was held regarding the differentiation between the Office Assistant positions and the Eligibility Specialist Trainee position.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Office Assistant I, Range 137: Step A-F; \$1,931.00 - \$2,464.00 monthly to Range 191: Step A-F; \$2,528.00 - \$3,226.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.b. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Office Assistant II, Range 164: Step A-F; \$2,211.00 - \$2,822.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) The Office Assistant II would require a minimum of one (1) year of full-time clerical experience in an office setting; 2) The position would provide a career path for the Office Assistant series.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Office Assistant II, Range 164: Step A-F; \$2,211.00 - \$2,822.00 monthly to Range 201: Step A-F; \$2,658.00 - \$3,394.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

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

3.c. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Office Assistant III, Range 174: Step A-F; \$2,322.00 - \$2,963.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) The position would require a minimum of two (2) years of full-time experience performing clerical duties in an office setting; 2) The position would be the top tier of the Office Assistant series; 3) An individual in this position would be eligible to move into other positions within the department.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Office Assistant III, Range 174: Step A-F; \$2,322.00 - \$2,963.00 monthly to Range 211: Step A-F; \$2,794.00 - \$3,567.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.d. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Accounting Technician, Range 169: Step A-F; \$2,266.00 - \$2,892.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the qualifications for the position.

Human Resources Director, Pam Randall, provided comments the position was shared with the Auditor's office and that any change to the classification would alter the position in the Auditor's office.

Assistant County Administrative Officer, Tiffany Martinez, recommended tabling the discussion until the position of Auditor Accounting Technician could be reviewed.

Ordered on a motion by Assistant County Administrative Officer, Tiffany Martinez, seconded by Sheriff, Tex Dowdy, to table the item to a future meeting.

Motion carried unanimously.

RESULT:	POSTPONE
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- 3.e. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Administrative Assistant, Range 203: Step A-F; \$2,684.00 - \$3,425.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

Assistant County Administrative Officer, Tiffany Martinez, reported the position title was also utilized by the Road Department and the Planning Department.

Ordered on a motion by Supervisor Geri Byrne, seconded by Sheriff, Tex Dowdy, to table the item to a future meeting.

Motion carried unanimously.

RESULT:	POSTPONE
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- 3.f. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Service Aide, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) The position was an entry position for an individual desiring to become a Social Worker; 2) The position was not a direct promotion to a Social Worker; 3) The position was an entry-level to the Social Services Department, but the minimum qualifications would require an individual to possess training, experience, and some college education.

A discussion was held regarding parity with other county departments and the qualifications required for the position.

A discussion was held regarding ranges.

A discussion was held regarding minimum qualifications for various positions within the department.

Ordered on a motion by Clerk of the Board/ACAO, Tiffany Martinez, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Social Service Aide, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly to Range 225: Step A-F; \$2,996.00 - \$3,823.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.g. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker I, Range 205: Step A-F; \$2,710.00 - \$3,459.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage discussed various minimum qualifications to be eligible for the position which included the following: 1) Some college education was required; 2) One (1) year of full-time work experience as a Social Services Aide, Eligibility Specialist II, Employment and Training Worker II or a comparable classification was required.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker I, Range 205: Step A-F; \$2,710.00 - \$3,459.00 monthly to Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

A motion and a second was made to reconsider the item by the committee.

A brief discussion was held regarding the minimum qualifications for the position as well as the salary range.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker I, Range 205: Step A-F; \$2,710.00 - \$3,459.00 monthly to Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

The Chair of the committee moved to item 3.h.

3.h. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker II, Range 221: Step A-F; \$2,936.00 - \$3,747.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported that eligibility for the position would be achieved after the following requirements were met: 1) An individual had demonstrated satisfactory performance in the Social Worker I position; 2) An individual had worked in another department within the county for several years and possessed a combination of experience and some college education.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker II, Range 221: Step A-F; \$2,936.00 - \$3,747.00 monthly to Range 265: Step A-F; \$3,657.00 - \$4,668.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

A motion and a second was made to reconsider the item by the committee.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker II, Range 221: Step A-F; \$2,936.00 - \$3,747.00 monthly to Range 255: Step A-F; \$3,479.00 - \$4,440.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

The Chair of the committee moved to item 3.i.

3.i. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker III, Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage discussed some of the minimum qualifications for the position as well as some of the job duties of the position.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker III, Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly to Range 285: Step A-F; \$4,041.00 - \$5,158.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

A motion and a second was made to reconsider the item by the committee.

The Chair of the committee moved to item 3.m.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Social Worker III, Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly to Range 275: Step A-F; \$3,844.00 - \$4,907.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

The Chair of the committee moved to item 4.a.

3.j. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker IV, Range 277: Step A-F; \$3,882.00 - \$4,955.00 monthly, Range 287: Step A-F; \$4,081.00 - \$5,208.00 monthly, Range 297: Step A-F; \$4,290.00 - \$5,476.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

RESULT:	POSTPONE
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- 3.k. **CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker Supervisor I, Range 297: Step A-F; \$4,290.00 - \$5,476.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.l. **CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Social Worker Supervisor II, Range 317: Step A-F; \$4,740.00 - \$6,049.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.m. **CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Eligibility Specialist Trainee, Range 165: Step A-F; \$2,222.00 - \$2,837.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) A minimum of two (2) years of clerical experience was required for the position; 2) After one (1) year of satisfactory performance as an Eligibility Specialist Trainee, the individual could expect to transition into the Eligibility Specialist I position; 3) One option for qualification for the position was to possess a four (4)-year degree; 4) An individual would be eligible for this position after one (1) year of experience as an Office Assistant II.

A discussion was held regarding salary range.

A discussion was held regarding the minimum qualifications for the position.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Clerk of the Board/ACAO, Tiffany Martinez, to recommend as amended to the Board of Supervisors to reclassify the position of Eligibility Specialist Trainee, Range 165: Step A-F; \$2,222.00 - \$2,837.00 monthly to Range 201: Step A-F; \$2,658.00 - \$3,394.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.n. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Eligibility Specialist I, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) The position should be seen as a promotional opportunity within the department; 1) An individual would be eligible to promote to the position after one (1) year of satisfactory experience as an Eligibility Specialist Trainee; 3) One way to be eligible for the position would be to possess a four (4) year degree.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Supervisor, Geri Byrne, to recommend as amended to the Board of Supervisors to reclassify the position of Eligibility Specialist I, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly to Range 211: Step A-F; \$2,794.00 - 3,567.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.o. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Eligibility Specialist II, Range 195: Step A-F; \$2,580.00 - \$3,292.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) The opportunity to promote to this position would be earned after the satisfactory performance as an Eligibility Specialist I; 2) A more complex case load would be required in this position; 3) Additional independence would be required of this position.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Eligibility Specialist II, Range 195: Step A-F; \$2,580.00 - \$3,292.00 monthly to Range 221: Step A-F; \$2,936.00 - \$3,747.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

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

3.p. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Eligibility Specialist III, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position which including the following: 1) This position was the top tier in the Eligibility Specialist series; 2) The individual in this position would oversee the most complex cases; 3) The individual in this position would function in a leadership role; 4) The individual in this position would provide training; 5) The individual in this position would provide assistance on special projects.

A brief discussion was held regarding range.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Eligibility Specialist III, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly to Range 241: Step A-F; \$3,245.00 - \$4,141.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.q. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Eligibility Supervisor, Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

RESULT:	POSTPONE
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3.r. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Employment and Training Worker I, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) The individual in this position would be required to have experience as an Eligibility Specialist II for one (1) year in order to qualify for this position; 2) This position was a lateral position to an Eligibility Specialist II.

Ordered on a motion by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Employment and Training Worker I, Range 185: Step A-F; \$2,454.00 - \$3,132.00 monthly to Range 221: Step A-F; \$2,936.00 - \$3,747.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Roads
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

3.s. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Employment and Training Worker II, Range 195: Step A-F; \$2,580.00 - \$3,292.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the position and included the following: 1) Promotion to this position would occur after one (1) year of satisfactory performance as an Employment and Training Worker I; 2) This position would require the ability to work somewhat independently.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Employment and Training Worker II, Range 195: Step A-F; \$2,580.00 - \$3,292.00 monthly to Range 241: Step A-F; \$3,245.00 - \$4,141.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

A motion and a second was made to reconsider the item by the committee.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to reclassify the position of Employment and Training Worker II, Range 195: Step A-F; \$2,580.00 - \$3,292.00 monthly to Range 231: Step A-F; \$3,086.00 - \$3,939.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Social Services)

Motion carried unanimously.

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

The Chair of the committee moved to item 3.t.

- 3.t. CONSIDERATION/ACTION: Requesting to review the job classification and salary for the Employment and Training Worker III, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported that some of the duties of the position included the following: 1) The individual in this position would be assigned more complex cases; 2) This position would provide a leadership role.

A discussion was held regarding the maintenance of parity within the department.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Employment and Training Worker III, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly to Range 261: Step A-F; \$3,585.00 - \$4,576.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

A motion and a second was made to reconsider the item by the committee.

The Chair of the committee returned to item 3.s.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to the Board of Supervisors to reclassify the position of Employment and Training Worker III, Range 215: Step A-F; \$2,850.00 - \$3,638.00 monthly to Range 251: Step A-F; \$3,411.00 - \$4,353.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

11:30 a.m. Motion for a five minute recess.

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

11:36 a.m. The Reclassification Review and Salary Adjustment Committee reconvened with all members present and returned to item 3.g.

- 3.u. CONSIDERATION/ACTION: Requesting permission to create the position of Employment and Training Worker Supervisor, Range 312: Step A-F; \$4,624.00 - \$5,902.00 monthly as an exempt status and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.v. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Program Manager, Range 300: Step A-F; \$4,355.00 - \$5,559.00 monthly, Range 310: Step A-F; \$4,578.00 - \$5,842.00 monthly, Range 320: Step A-F; \$4,812.00 - \$6,143.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.w. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Staff Services Analyst I, Range 227: Step A-F; \$3,026.00 - \$3,862.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.x. CONSIDERATION/ACTION: Requesting to review the job classification and salary of the Staff Services Analyst II, Range 240: Step A-F; \$3,229.00 - \$4,121.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)**

RESULT:	POSTPONE
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- 3.y. **CONSIDERATION/ACTION:** Requesting permission to create the position of Supervising Staff Services Analyst, Range 318: Step A-F; \$4,764.00 - \$6,081.00 monthly as an exempt status and make a recommendation to the Board of Supervisors. (Social Services)

RESULT:	POSTPONE
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- 3.z. **CONSIDERATION/ACTION:** Requesting to review the job classification and salary of the Staff Services Manager, Range 300: Step A-F; \$4,355.00 - \$5,559.00 monthly, Range 310: Step A-F; \$4,578.00 - \$5,842.00 monthly, Range 320: Step A-F; \$4,812.00 - \$6,143.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

RESULT:	POSTPONE
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- 3.aa. **CONSIDERATION/ACTION:** Requesting to review the job classification and salary for the Deputy Director, Range 358: Step A-F; \$5,817.00 - \$7,425.00 monthly and make a recommendation to the Board of Supervisors. (Social Services)

RESULT:	POSTPONE
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IV. Clerk of the Board Items

- 4.a. **CONSIDERATION/ACTION:** Requesting to create the position of Deputy Clerk of the Board I and make a recommendation to the Board of Supervisors. (Clerk of the Board)

Assistant County Administrative Officer (ACAO), Tiffany Martinez, provided a background on the position. ACAO Martinez discussed some of the qualifications which were listed on the job description.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to create the position of Deputy Clerk of the Board I, Range 228: Step A-F; \$3,041.00 - \$3,882.00 monthly with the inclusion of the recommended verbiage to be incorporated into the job classification prior to approval by the Board of Supervisors. (Clerk of the Board)

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

4.b. CONSIDERATION/ACTION: Requesting to create the position of Deputy Clerk of the Board II and make a recommendation to the Board of Supervisors. (Clerk of the Board)

Assistant County Administrative Officer, Tiffany Martinez, provided a background on the job qualifications of the position and included the following: 1) Eligibility for the Deputy Clerk of the Board II position would require four (4) years of experience as a Deputy Clerk of the Board I; 2) An Associate's Degree would be required; 3) The ability to work independently would be required.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to recommend as amended to create the position of Deputy Clerk of the Board II, Range 248: Step A-F; \$3,360.00 - \$4,287.00 monthly and make a recommendation to the Board of Supervisors. (Clerk of the Board)

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Roads
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

4.c. CONSIDERATION/ACTION: Requesting approval to remove the following items from the archive and close out the following job classifications within the Clerk of the Board's office: Clerk to the Board of Supervisors/Deputy County Clerk (2007), Sr. Clerk of the Board of Supervisors (2010), and Deputy Clerk of the Board (2012). (Clerk of the Board)

Assistant County Administrative Officer, Tiffany Martinez, provided a background on the request to close out the following job classifications in the Clerk of the Board's office: 1) Clerk to the Board of Supervisors/Deputy County Clerk (2007); 2) Sr. Clerk of the Board of Supervisors (2010); and Deputy Clerk of the Board (2012).

Ordered on a motion by Supervisor, Geri Byrne, seconded by Sheriff, Tex Dowdy, to recommend to the Board of Supervisors to remove the following items from the archive and close out the following job classifications within the Clerk of the Board's office: Clerk to the Board of Supervisors/Deputy County Clerk (2007), Sr. Clerk of the Board of Supervisors (2010); 3) Deputy Clerk of the Board (2012). (Clerk of the Board)

Motion carried unanimously.

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

Adjournment

Motion to adjourn.

Motion to adjourn the July 28, 2022 meeting.

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

The meeting was adjourned at 11:54 AM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors