



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
September 6, 2022**

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
Robert Austin	Deputy Road Commissioner of Maintenance and Operat	Present	10:00 AM
Mickey Cole	Extra Help	Present	10:00 AM

I. Consent Agenda

1.a. CONSIDERATION/ACTION: Requesting approval of the June 27, 2022 Reclassification Review and Salary Adjustment Committee meeting minutes. (Clerk of the Board)

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

1.b. CONSIDERATION/ACTION: Requesting approval of the July 28, 2022 Reclassification Review and Salary Adjustment Committee meeting minutes. (Clerk of the Board)

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

II. Social Services Items

2.a. 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)

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) Ad Hoc meetings to review Social Services restructuring; 2) Some adjustments had been made to range proposals of the proposed position; 3) The Social Worker IV position was currently salaried as an A,B,C position; 4) The number of salary ranges for the position had in the past caused confusion regarding agreed upon and recommended proposals; 5) The recommendation was to reorganize the Social Worker IV position to an A,B salary; 6) The Social Worker IV-[A] pattern recommendation would require a Master's Degree with no experience as a Master's-level Social Worker; 7) The Social Worker IV-[B] recommendation would require a Master's degree and one year of experience as a Master's-level Social Worker; 8) The proposal was a recommendation of twenty (20) ranges from the Social Worker III position; 9) The proposal was to set the Social Worker IV-[A] at a Range 295; 10) The proposal was to set the Social Worker IV-[B] at a Range 305; 11) A Social Worker IV-[B] would receive an expected salary increase after one (1) year of experience in the position.

Supervisor Byrne asked if an individual could be hired as a Social Worker IV without first working as a Social Worker I, II, or III, and if a Social Worker IV was a promotion from another level of a Social Worker within the department.

Director of Social Services Sandage replied a Social Worker IV was not a promotion and was required to have a specific type of Master's degree. Director of Social Services Sandage reported the new recommendations regarding the Social Worker IV position were to assist with restructuring and reorganization within the Social Services Department.

Assistant County Administrative Officer, Tiffany Martinez, reported the standard verbiage regarding remote meeting technology had been overlooked and had not been included in the job description and made the recommendation to include it in the job classification.

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 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 to Range 295 [A]: Step A-F; \$4,248.00 - \$5,421.00 monthly, Range 305 [B]: Step A-F; \$4,465.00 - \$5,697.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.b. 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)

Director of Social Services, Tom Sandage, provided a background on the position and reported on the following: 1) The desire to restructure and change the FLSA designation for the Social Worker Supervisor I position from an exempt to a non-exempt status; 2) A Social Worker III could promote to a Social Worker Supervisor I after one (1) year of experience; 3) A Social Worker Supervisor I could not manage a Social Worker IV; 4) A Social Worker IV must be supervised by a Social Worker Supervisor II with a Master's degree.

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 Supervisor I - Exempt, Range 297: Step A-F; \$4,290.00 - \$5,476.00 monthly to Social Worker Supervisor I - Non-Exempt, Range 305: Step A-F; \$4,465.00 - \$5,697.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.c. 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)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) A Social Worker Supervisor II was not a guaranteed promotion but an individual could work towards a Master's Degree to become eligible for the position; 2) The request to change the FLSA designation for the Social Worker Supervisor II position from an exempt to a non-exempt status.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to reclassify the position of Social Worker Supervisor II - exempt, Range 317: Step A-F; \$4,740.00 - \$6,049.00 monthly to Social Worker Supervisor II- non-exempt, Range 325: Step A-F; \$4,933.00 - \$6,297.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.d. CONSIDERATION/ACTION: Requesting permission to create the non-exempt position of Employment and Training Worker Supervisor and make a salary 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 position would provide supervision of the operations of the Social Services Department's Employment and Training Program; 2) The individual would provide the Employment and Training staff the daily support required to effectively maintain the program; 3) The creation of the position was an attempt to meet specific State standards; 4) The position would allow for an increase in subsidized programs, such as home visits; 5) The request was for the position to be set thirty (30) Ranges above the Employment and Training Worker III.

Sheriff, Tex Dowdy, asked if there had been a limited number of comparable counties to be used for the average salary of the position.

Director of Social Services Sandage reported some counties combined and integrated the job duties with other positions and were not comparable.

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 non-exempt position of Employment and Training Worker Supervisor 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. Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.e. 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)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) The request was to set the position thirty (30) ranges above the Eligibility Specialist III position; 2) The request was to change the FLSA designation for

the Eligibility Supervisor position from an exempt to a non-exempt status; 3) The proposal was to set the position to a Range 271.

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 Eligibility Supervisor - exempt, Range 245: Step A-F; \$3,309.00 - \$4,223.00 monthly to Eligibility Supervisor - non-exempt, Range 271: Step A-F; \$3,768.00 - \$4,809.00 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, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

- 2.f. 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)**

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) There were currently three (3) range patterns for the position to meet minimum qualifications which could cause salary confusion; 2) The request was to change the salary from three (3) salaries to one (1) salary; 3) The existence of one salary for the position would be a benefit to several departments, including Human Resources, Administration, and Payroll; 4) The recommendation was to set the salary at a Range 345 to place the salary above minimum wage requirements; 5) The position would remain an exempt position.

A brief discussion was held regarding comparable positions within the Social Services Department to provide further clarity for range determination.

A brief discussion was held regarding the Social Services Department management workflow chart.

A discussion was held regarding similar management positions within the county and their approved ranges, and the necessity to maintain parity within the County.

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 reclassify the position of 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 to Range 345: Step A-F; \$5,451.00 - \$6,958.00 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, Deputy Road Commissioner of Maintenance and Operat
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.g. CONSIDERATION/ACTION: Requesting permission to create the non-exempt position of Staff Services Specialist and make a salary recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the creation of the position. Director of Social Services Sandage reported on the following: 1) The position would combine a majority of the Accounting Technician and Administrative Assistant functions; 2) The proposed salary was a Range 220; 3) A Staff Services Specialist could promote to a Staff Services Analyst after a certain number of years, although it would not be a guaranteed promotion.

Sheriff, Tex Dowdy, provided comments on the following: 1) It was a challenge to hire staff currently; 2) There were only two (2) counties submitted for comparison; 3) Asked if the creation of the position was a want or a need at this time.

Director of Social Services Sandage reported the creation of the position was a necessity. Director of Social Services Sandage provided comments on the following: 1) The Staff Services Analyst I and Staff Services Analyst II each required a college education; 2) The Staff Services Specialist position would require some college education, but there would be an allowance for college course work to be supplemented with experience; 3) Relayed the extreme difficulty to fill these types of positions; 4) The position would require less minimum qualifications with the hope for an individual to promote to other classifications later; 5) The Social Services Department would be removing the Administrative Assistant and Accounting Technician positions; 6) The necessity of this position within the department.

A discussion was held regarding the Accounting Technician and Administrative Assistant positions within the department.

A discussion was held regarding the Office Assistant series minimum qualifications.

A discussion was held regarding the workflow chart for this area of the department and the reorganization and recommended reduction of this area of the workflow chart.

Ordered on a motion by Clerk of the Board/ACAO, Tiffany Martinez, seconded by Sheriff, Tex Dowdy, to recommend as amended to the Board of Supervisors to create the non-exempt position of Staff Services Specialist, Range 220: Step A-F; \$2,921.00 - \$3,728.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.h. 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)

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

Supervisor Byrne asked what the requirements would be for promotion to this position.

Director of Social Services Sandage replied an individual could promote to a Staff Services Analyst I after one (1) year of experience as a Staff Services Specialist but it would not be a guaranteed promotion.

A brief discussion was held regarding the methodology for the setting of ranges between positions that guaranteed a promotion and between positions that did not guarantee a promotion.

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 Staff Services Analyst I, Range 227: Step A-F; \$3,026.00 - \$3,862.00 monthly to Range 240: Step A-F; \$3,229.00 - \$4,121.00 monthly and make a recommendation to the Board of Supervisors.

Motion carried unanimously.

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

2.i. 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)

Director of Social Services, Tom Sandage, provided a background to the position. Director of Social Services Sandage reported a Staff Services Analyst II was the journey level in the series and proposed to set twenty (20) ranges between the Staff Services Analyst I and Staff Services Analyst II positions.

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 Staff Services Analyst II, Range 240: Step A-F; \$3,229.00 - \$4,121.00 monthly to Range 260: Step A-F; \$3,567.00 - \$4,552.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
SECONDER:	Geri Byrne, Supervisor
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.j. CONSIDERATION/ACTION: Requesting permission to create the non-exempt position of Supervising Staff Services Analyst and make a salary recommendation to the Board of Supervisors. (Social Services)

Director of Social Services, Tom Sandage, provided a background on the creation of the position. Director of Social Services Sandage recommended the usage of the methodology of other management positions to set the range thirty (30) ranges above the Staff Services Analyst II position, to a recommended Range 290; 3) The position would be non-exempt.

Supervisor Byrne provided comments the minimum qualifications listed one (1) year of experience as a Staff Services Analyst III, and she did not see within the Social Services Department the existence of a Staff Services Analyst III position.

Director of Social Services Sandage replied with the following comments: 1) The Social Services Department did not utilize a Staff Services Analyst III position; 2) Merit had the position listed as a minimum requirement; 3) The position was mostly administrative duties but would also incorporate other types of duties into the 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 create the non-exempt position of Supervising Staff Services Analyst, 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.

Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

2.k. 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)

Director of Social Services, Tom Sandage, provided a background on the position. Director of Social Services Sandage reported on the following: 1) The position would be an exempt status; 2) This was an existing position; 3) The position was currently classified in three (3) ranges ; 4) The proposal was to make one salary to provide clarification and prevent salary confusion; 5) The position would plan, administer, and manage all aspects of administrative, personnel, staff development, fiscal, and program analytical work with a department-wide scope and impact; 6) The proposal was to set the range at Range 343.

A lengthy discussion was held regarding how the range set for the Staff Services Manager would affect the range set for the Deputy Director of Social Services position.

A discussion was held regarding salary, minimum wage requirements, the workflow chart for this area of the department, and maintaining parity 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 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 to Range 320: Step A-F; \$4,812.00 - \$6,143.00 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:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tex Dowdy, Sheriff
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

11:57 a.m. Motion for a five minute recess.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

12:01 p.m. The Reclassification Review and Salary Adjustment Committee reconvened with all members present and moved to item 2.l.

2.1. 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)

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

Supervisor Byrne asked if the department planned to recruit or promote an individual from within the department.

Director of Social Services Sandage replied a determination was being formulated regarding the required job duties of the position.

Supervisor Byrne recommended flying the position in the event the Director was to leave the department.

Assistant County Administrative Officer, Tiffany Martinez, provided comments the position was not currently filled.

Director of Social Services Sandage discussed the minimum qualifications and merits screening criteria for the preferred qualifications.

Assistant County Administrative Officer, Tiffany Martinez, asked if a Master's degree was required for the position.

Director of Social Services Sandage replied a Master's Degree was not required but it was one of the patterns to meet the minimum qualifications.

Sheriff, Tex Dowdy, provided a recommendation to take no action on the range of the Deputy Director position.

Ordered on a motion by Sheriff, Tex Dowdy, seconded by Deputy Road Commissioner of Maintenance and Operations, Robert Austin, to take no action on the position of Deputy Director, Range 358: Step A-F; \$5,817.00 - \$7,425.00 monthly. (Social Services)
Motion carried unanimously.

RESULT:	APPROVE AS AMENDED [UNANIMOUS]
MOVER:	Tex Dowdy, Sheriff
SECONDER:	Robert Austin, Deputy Road Commissioner of Maintenance and Operat
AYES:	Martinez, Byrne, Rhoads, Dowdy, Austin

Motion to adjourn.

Motion to adjourn the September 6, 2022 meeting.

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

The meeting was adjourned at 12:24 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors