



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
November 4, 2021**

Call to Order

Attendee Name	Title	Status	Arrived
Geri Byrne	Supervisor	Present	10:00 AM
Kathie Rhoads	Supervisor	Present	10:00 AM
Jason Moeller	Information Systems Analyst II	Present	10:00 AM
Thomas Sandage	Director of Social Services	Present	10:00 AM
Bonnie Bunyard	Interim Agriculture Fiscal Officer	Present	10:00 AM
Tiffany Martinez	Clerk of the Board/ACAO	Present	10:00 AM

For items 1.a. through 3.a. the committee included Supervisor Rhoads, Supervisor Byrne, Clerk of the Board/Assistant County Administrative Officer, Tiffany Martinez, Information Systems Analyst II, Jason Moeller, and Director of Social Services, Thomas Sandage.

I. Clerk of the Board Items

- 1.a. CONSIDERATION/ACTION: Requesting approval of the May 20, 2021 meeting minutes for the Reclassification Review and Salary Adjustment Committee. (Clerk of the Board)**

RESULT:	APPROVED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Jason Moeller, Information Systems Analyst II
AYES:	Byrne, Rhoads, Moeller, Sandage, Martinez
AWAY:	Bunyard

II. Library Items

- 2.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate II from Range 141: Step A-F; \$1,971.00-\$2,517.00 monthly to Range 185: Step A-F; \$2,454.00-\$3,132.00 monthly. (Library)**

County Administrative Officer, Chester Robertson, provided a background on the proposed reclassification. CAO Robertson reported the positions have not been reclassified since 1996 and stated he fully supports the reclassification of the library positions.

Librarian, Cheryl Baker, provided a background on the funding for the Library and detailed the reasons why she would not support the reclassification of the library positions. Librarian Baker reported her opposition to reclassifying the positions comes from her desire to see the library save their reserve funds and stated the service provided to the public would not be improved by a reclassification.

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

Ordered on a motion by Supervisor, Geri Byrne, seconded by Information Analyst II, Jason Moeller, to table agenda items 2.a. and 2.b. until the next Reclassification Review and Salary Adjustment Committee meeting.

Motion carried unanimously.

RESULT:	TABLED DEFINITELY [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Jason Moeller, Information Systems Analyst II
AYES:	Byrne, Rhoads, Moeller, Sandage, Martinez
AWAY:	Bunyard

- 2.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Library Associate I from Range 131: Step A-F; \$1,874.00-\$2,391.00 monthly to Range 175: Step A-F; \$2,334.00-\$2,980.00 monthly. (Library)**

Ordered on a motion by Supervisor, Geri Byrne, seconded by Information Analyst II, Jason Moeller, to table agenda items 2.a. and 2.b. until the next Reclassification Review and Salary Adjustment Committee meeting.

Motion carried unanimously.

RESULT:	TABLED DEFINITELY [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Jason Moeller, Information Systems Analyst II
AYES:	Byrne, Rhoads, Moeller, Sandage, Martinez
AWAY:	Bunyard

III. Agriculture Items

- 3.a. CONSIDERATION/ACTION: Requesting permission to review the class specification for the Auto & Equipment Mechanic/Weed Abatement Coordinator and set Salary from Range 194: Step A-F;\$2,567.00-\$3,277.00 monthly to Range 227: Step A-F; \$3,026.00-\$3,862.00 monthly and make a recommendation to the Board of Supervisors. (Agriculture)**

County Administrative Officer, Chester Robertson and Director of Human Resources, Pam Randall, provided a background on the proposed reclassification. CAO Robertson expressed the difficulty to

find comparable positions in other counties because Modoc County combines both the mechanic and weed abatement coordinator into one position.

A discussion was held by the committee and several questions were asked of CAO Robertson.

Assistant County Administrative Officer, Tiffany Martinez, requested to include All Terrain Vehicle (ATV) training for all county departments and conflict resolution skills be included in the job classification.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Director of Social Services, Tom Sandage, to recommend to the Board of Supervisors to reclassify the position of Auto and Equipment Mechanic/Weed Abatement Coordinator, Range 194: Step A-F; \$2,567.00 - \$3,277.00 to Range 227: Step A-F; \$3,026.00-\$3,862.00 monthly and update the job classification with the requested verbiage of All Terrain Vehicle (ATV) training for all county departments and conflict resolution skills to deal with the public.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Thomas Sandage, Director of Social Services
AYES:	Byrne, Rhoads, Moeller, Sandage, Martinez
AWAY:	Bunyard

For items 4.a. through 6.b. the committee included Supervisor Rhoads, Supervisor Byrne, Clerk of the Board/Assistant County Administrative Officer, Tiffany Martinez, Information Systems Analyst II, Jason Moeller, and Interim Agriculture Fiscal Officer, Bonnie Bunyard.

IV. Social Services Items

- 4.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to create the position of Supervising Staff Services Analyst, Range 304: Step A-F; \$4,443.00-\$5,670.00 monthly. (Social Services)**

Director of Social Services, Thomas Sandage, provided background on the proposed reclassification.

A lengthy discussion was held by the committee and questions were asked by committee members regarding the exempt/non-exempt status of the position and the organization of the department.

Order on a motion by Information Systems Analyst II, Jason Moeller, seconded by Supervisor, Geri Byrne, to table agenda items 4.a. and 4.b.until the next Reclassification Review and Salary Adjustment Committee meeting.

Motion carried unanimously.

RESULT:	TABLED DEFINITELY [5 TO 0]
MOVER:	Jason Moeller, Information Systems Analyst II
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

- 4.b. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors create the position of Employment and Training Worker Supervisor, Range 300: Step A-F; \$4,355.00-\$5,559.00 monthly. (Social Services)**

Order on a motion by Information Systems Analyst II, Jason Moeller, seconded by Supervisor, Geri Byrne, to table agenda items 4.a. and 4.b.until the next Reclassification Review and Salary Adjustment Committee meeting.

Motion carried unanimously.

RESULT:	TABLED DEFINITELY [5 TO 0]
MOVER:	Jason Moeller, Information Systems Analyst II
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

V. Health Services Items

- 5.a. CONSIDERATION/ACTION: Requesting approval to recommend to the Board of Supervisors to reclassify the position of Senior Environmental Health Specialist, Range 322: Step A-F; \$4,860.00-\$6,202.00 to Range 342: Step A-F; \$5,370.00-\$6,854.00 monthly. (Health Services)**

Director of Health Services, Stacy Sphar, provided a background on the proposed reclassification. Director Sphar reported the position does not supervise other employees and for that reason, the reclassification proposal is lower than comparable counties which have included management within the position.

Supervisor Byrne inquired about the form and the request for a Range 344.

Director of Health Services Sphar stated the form is an error and the request should have been for a Range 334: Stpr A-F; \$5,160.00-\$6,586.00 monthly.

ACAO Martinez inquired if the standard verbiage was included in the job classification.

Director of Health Services Sphar reported she did not include the standard verbiage but would support the standard verbiage along with any customer service verbiage added to the job classification.

Ordered to a motion by Supervisor, Geri Byrne, seconded by Clerk of the Board/Assistant County Administrative Officer, Tiffany Martinez, to recommend to the Board of Supervisors as amended to reclassify the Senior Environmental Health Specialist, Range 322: Step A-F; \$4,860.00 to \$6,202.00 to Range 334: Step A-F; \$5,160.00- \$6,586.00 monthly and updated the job classification with the standard verbiage and the inclusion of customer service verbiage.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

11:30 a.m. Motion to recess for lunch until 1:00 p.m.

Motion to recess for lunch.

RESULT:	APPROVED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Tiffany Martinez, Clerk of the Board/ACAO
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

1:01 p.m. The meeting reconvened with all members present.

VI. Road Department Items

- 6.a. CONSIDERATION/ACTION: Requesting permission to review the class specification for the Deputy Road Commissioner of Maintenance & Operations and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee. (Road/Airport)**

Road Commissioner, Mitch Crosby, provided a background on the position of Deputy Road Commissioner job classification and the need to reclassify the position.

County Administrative Officer, Chester Robertson, stated he supports the proposal to have two deputies for increased capacity within the Road Department to seek additional grants and opportunities. CAO Robertson reported the proposed job classifications integrates the ability for public works, fleet management, and fuel concessions to be consolidated with the Road Department in the future. CAO Robertson reported on the benefits of growing staff with continuing education to establish a succession plan for the department.

A lengthy discussion was held by the committee and many questions were asked regarding the educational requirements within the job description.

Supervisor Byrne reported she could not support the proposed range amount as she is comparing the Deputy Road Commissioner position to other management positions throughout the county which require extensive educational requirements.

A lengthy discussion was held on proposed range levels, education requirements, and duties of the job classification.

A further discussion was held on the incorporation of other departments into the Road Department in the future.

CAO Robertson suggested having a tiered amount, with one range for a non-degree position and a degreed position.

Director of Social Services Sandage provided an example of a tiered position in the Social Services department that applies this methodology for educational requirements.

The committee reported they supported the proposal of tiered positions based on additional education to grow the skills within the department.

A lengthy discussion was held on a tiered structure and the requirements for each position.

A discussion was held on the need for Administration to work with the Road Commissioner on the language of the job classification.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Information Systems Analyst II, Jason Moeller, to recommend as amended to the Board of Supervisors to reclassify the Deputy Road Commissioner of Maintenance and Operations and Deputy Road Commissioner of Administration and Project Delivery, Range 296: Step A-F; \$4,269.00 - \$5,447.00 monthly to Range 348: Step A-F; \$5,533.00 - \$7,062.00 monthly and update the class specification minimum qualification to detail that if an employee has a four (4) year college degree, eight (8) or more years of experience, or a Professional Engineer (PE) license then they are qualified to receive a Range 358: Step A-F; \$5,817.00 - \$7,425.00 monthly.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Jason Moeller, Information Systems Analyst II
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

- 6.b. CONSIDERATION/ACTION: Requesting permission to review the class specification for the Deputy Road Commissioner of Administration & Project Delivery and adjust salary at the recommendation of the Reclassification Review and Salary Adjustment Committee. (Road/Airport)**

Ordered on a motion by Supervisor, Geri Byrne, seconded by Information Systems Analyst II, Jason Moeller, to recommend as amended to the Board of Supervisors to reclassify the Deputy Road Commissioner of Maintenance and Operations and Deputy Road Commissioner of Administration and Project Delivery, Range 296: Step A-F; \$4,269.00 - \$5,447.00 monthly to Range 348: Step A-F; \$5,533.00 - \$7,062.00 monthly and update the class specification minimum qualification to detail that if an employee has a four (4) year college degree, eight (8) or more years of experience, or a Professional Engineer (PE) license then they are qualified to receive a Range 358: Step A-F; \$5,817.00 - \$7,425.00 monthly.

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [5 TO 0]
MOVER:	Geri Byrne, Supervisor
SECONDER:	Jason Moeller, Information Systems Analyst II
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

VII. Board of Supervisors Items

7.a. CONSIDERATION/ACTION: Requesting to review and make a recommendation on the base pay of Modoc County elected officials. (Administrative Services)

Assistant County Administrative Officer, Tiffany Martinez, provided a background on the process used to create the packet materials.

Supervisor, Geri Byrne, reported she prepared a job survey that shows the percentage increase of each position.

County Administrative Officer, Chester Robertson, provided a lengthy historical background on the reclassification of Modoc County elected officials. CAO Robertson provided a background on the budgetary impact on the General Fund. CAO Robertson detailed the negative impacts to the County for not compensating elected officials properly.

The committee had a lengthy discussion regarding the averages of the elected positions in other counties, the consolidation of offices, and the need to have qualified candidates for elected offices.

Supervisor Byrne reported her survey comparison shows the Treasurer/Tax Collector is the office furthest from parity with a wage at 50% under the average of other counties. Supervisor Byrne stated the other elected offices are 15% to 30% below parity. Supervisor Byrne reported the Board of Supervisors has the highest parity issues but the county could not afford to bring the Board of Supervisors to the average shown in the survey forms. Supervisor Byrne stated her recommendation would be to look at each position individually.

A lengthy discussion was held on the method used to address each elected office base pay.

2:26 p.m. The Chair of the committee requested a five minute recess.

2:33 p.m. The committee reconvened with all members present.

The committee begin with the review of the office of Treasurer/Tax Collector. A lengthy discussion was held on the Treasurer/Tax Collector base pay.

CAO Robertson reported if you took the four counties which are the most comparable to Modoc County in population and geographic size, Trinity, Siskiyou, Plumas, and Lassen, and added the gross costs of salaries and benefits you would be looking at around a \$22,570.00 increase annually.

A further discussion was held on the cost plan and the recommended base pay of the Treasurer/Tax Collector.

The committee recommended an annual base pay for the Treasurer/Tax Collector \$80,000.00 annually.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Interim Agriculture Fiscal Officer, Bonnie Bunyard to recommend to the Board of Supervisors to reclassify the base pay of the Treasurer to \$40,000.00 annually and Tax Collector to \$40,000.00 annually.

Motion carried unanimously.

The committee moved to the office of Auditor, County Clerk, and Registrar of Voters.

A discussion was held where other counties place the Registrar of Voters within their county structure. The committee held a discussion on the base pay of the Auditor.

The committee recommended an annual base pay \$73,600.00 annually for the office of Auditor, \$8,700.00 for the office of County Clerk, and \$8,700.00 for the office of Registrar of Voters.

The committee moved to Assessor/Recorder.

A discussion was held on the duties in other county Assessor offices and the proposed base pay of the Assessor.

CAO Robertson reported the four-county average of Trinity, Siskiyou, Plumas, and Lassen for Assessor/Recorder is \$88,010.00.

A further discussion was held on the base pay of the Assessor/Recorder.

Supervisor Byrne asked if the committee wanted to round to \$88,000.00 as was done on the other elected positions

The committee recommended an annual base pay of \$88,000.00 for the consolidated office of Assessor/Recorder.

The committee moved to District Attorney.

A discussion was held by the committee on the base pay of the District Attorney.

The committee recommended an annual base pay of \$112,830.00 for the District Attorney.

A discussion was held by the committee on the base pay of the Sheriff/Coroner.

The committee recommended an annual base pay of \$105,200.00 for the Sheriff/Coroner.

A discussion was held on the issue of longevity for elected officials.

The committee recommended an annual base pay of \$24,000.00 for the Board of Supervisors.

Assistant County Administrative Officer/Clerk of the Board Martinez reported she would not participate in the discussion for the Board of Supervisors due to her position as Clerk of the Board.

A discussion was held by the committee on the base pay of the Board of Supervisors.

Auditor, Stephanie Wellemeyer, reported the Treasurer/Tax Collector was calculated at a 20% increase and she would recommend the committee return to the Treasurer/Tax Collector position to use the same methodology as the other elected positions.

A discussion was held by the committee on the Treasurer/Tax Collector.

CAO Robertson stated he supports using the average of the four counties as the methodology.

A further discussion was held on the Board of Supervisors' base pay.

The committee recommended an annual base pay of \$24,000.00 for the Board of Supervisors.

Ordered on a motion by Supervisor, Geri Byrne, seconded by Information Systems Analyst II, Jason Moeller, to reconsider the annual base pay of the Treasurer/Tax Collector.

Motion carried unanimously.

The committee recommended an annual base pay of \$43,005.00 Treasurer and \$43,005.00 Tax Collector for a total of \$86,010.00 annual base pay Treasurer/Tax Collector.

Clerk of the Board, Tiffany Martinez, provided the proposed annual base pay for Modoc County elected officials, as recommended by the Reclassification Review and Salary Adjustment Committee.

Ordered on a motion by Information System Analyst II, Jason Moeller, seconded by Interim Agriculture Fiscal Officer, Bonnie Bunyard, to recommend to the Board of Supervisors to adjust the base pay of Modoc County elected officials as follows:

1. **Treasurer (\$43,005.00), Tax Collector (\$43,005.00) for an annual combined base pay of \$86,010.00.**
2. **Auditor (\$73,600.00), County Clerk (\$8,700.00), and Elections (\$8,700.00) for an annual combined base pay of \$91,000.00.**
3. **Assessor (\$44,000.00), Recorder (\$44,000.00) for an annual combined base pay of \$88,000.00.**
4. **District Attorney \$112,830.00 annual base pay.**
5. **Sheriff/Coroner: \$105,200.00 annual base pay.**
6. **Board of Supervisors: \$24,000.00 annual base pay.**

Motion carried unanimously.

RESULT:	APPROVED AS AMENDED [4 TO 0]
MOVER:	Jason Moeller, Information Systems Analyst II
SECONDER:	Bonnie Bunyard, Interim Agriculture Fiscal Officer
AYES:	Byrne, Rhoads, Moeller, Bunyard
ABSTAIN:	Martinez
AWAY:	Sandage

Adjournment

Motion to adjourn.

Motion to adjourn the November 4, 2021 meeting.

RESULT:	APPROVED [5 TO 0]
MOVER:	Tiffany Martinez, Clerk of the Board/ACAO
SECONDER:	Geri Byrne, Supervisor
AYES:	Byrne, Rhoads, Moeller, Bunyard, Martinez
AWAY:	Sandage

The meeting was adjourned at 4:10 PM

Tiffany A. Martinez
Clerk of the Board

Kathie Rhoads
Chair, Modoc County Board of Supervisors