The County of Yuba

Human Resources and Organizational Services

TO: Board of Supervisors

FROM: Human Resources and Organizational Services, Cindy Clark

SUBJECT: Human Resources: Adopt resolution to amend Classification System - Basic Salary/Hourly Schedule; adopt resolution to amend Department Position Allocation Schedule as it relates to Administrative Services Department, Community Development Services Agency and Health & Human Services Department, effective March 1, 2023.

DATE: February 28, 2023

NUMBER: 79/2023

Recommendation:

1. Adopt Resolution to amend Classification System – Basic Salary/Hourly Schedule set forth in "Attachment A", effective March 1, 2023; and

2. Adopt Resolution to amend Department Position Allocation Schedule as it relates to Administrative Services Department, Community Development Services Agency, and Health & Human Services Department, effective March 1, 2023.

Background / Discussion:

The County's salary schedule and department position allocation schedule are brought to the Board intermittently throughout the fiscal year to address departmental recruitment needs, attrition, succession planning, and changes to organizational structure. The following items before your Board relate to the County's salary schedule and department position allocation schedule and are addressed below by department.

Administrative Services Department

Information Security Officer – The Administrative Services Department, in collaboration the County Administrator's Office and the Human Resources Department, have determined it necessary to allocate a mid-management classification to focus on managing the security of the County's information

systems, identifying vulnerabilities, establishing protocols to protect the County against various forms of security breaches, and maintaining the County's security infrastructure.

Community Development Services Agency

Deputy Director of Public Works – Construction – Due to an impending retirement, the Community Development Services Agency Director has requested to re-allocate the Deputy Director of Construction to provide day-to-day oversight for the construction, field, and maintenance operations. It is with Human Resources' recommendation for your Board to approve the re-allocation of this position, and adjust the base salary to align with the County's external and internal compensation structure.

Deputy Director of Public Works – Engineering – Due to an impending retirement and current recruitment environment, the Community Development Services Agency Director has requested to re-allocate the Deputy Director of Engineering to provide day-to-day oversight for the engineering, design, and land development operations. It is with Human Resources' recommendation for your Board to approve the re-allocation of this position, and adjust the base salary to align with the County's external and internal compensation structure.

Health & Human Services

Physician Assistant/Nurse Practitioner – The Health & Human Services Department intends to modify the Physician Assistant and Nurse Practitioner classifications to add the role of Director of Public Health Nursing pursuant to the California Code of Regulations 17 CCR §1253 and to assist the Health Officer with providing health care services and emergency response as needed.

Financial Impact:

Administrative Services Department

General Fund – Estimated cost of $28,000 for the remainder of FY 22/23. Actual cost will be dependent on the candidate selected.

Source of Funds – Board approved FY 22/23 budget appropriation

Community Development Services Agency

Non-General Fund – Estimated cost of $98,000 for the remainder FY 22/23. Actual cost will be dependent on the candidate(s) selected.

Source of Funds – Board approved FY 22/23 budget appropriation

Health & Human Services Department

Non-General Fund – This action is largely administrative. Actual cost will be dependent on the candidate selected.

Source of Funds – Board approved FY 22/23 budget appropriation

Attachments

79/2023 Resolution amending County's salary schedule effective 03/01/2023

79/2023 Resolution amending Department Position Allocation Schedule effective 03/01/2023