

The County of Yuba

Human Resources and Organizational Services



TO: Board of Supervisors

FROM: Human Resources and Organizational Services, Natalie Janda

SUBJECT: Human Resources: Adopt resolutions amending Classification System - Basic Salary/Hourly Schedule; and amending Department Position Allocation Schedule as it relates to County Counsel's Office, effective April 1, 2023.

DATE: March 28, 2023

NUMBER: 118/2023

Recommendation:

1. Adopt Resolution to amend Classification System – Basic Salary/Hourly Schedule set forth in “Attachment A”, effective April 1, 2023; and
2. Adopt Resolution to amend Department Position Allocation Schedule as it relates to County Counsel’s Office, effective April 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.

The County Counsel’s Office, in collaboration with the County Administrator’s Office and the Human Resources Department, have identified a need to delete the Legal Services Specialist position and add the position of Paralegal that will provide the essential level of office support required for succession planning.

County Counsel's Office has been without necessary legal support for the last nine months despite eight unsuccessful recruitments and has had to reevaluate their operational needs.

While the classification of Paralegal exists, it has not been allocated in over a decade. Human Resources has evaluated the current market and proposes to adjust the base salary for Paralegal to be competitive and align with the County's compensation strategy.

Fiscal Impact:

General Fund – Estimated cost of \$3,000 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

Attachments:

118/2023 Resolution Amending Classification System - Basic Salary Hourly Schedule - Paralegal effective 04-01-2023

118/2023 Resolution Amending Position Allocation within County Counsel's Office effective 04-01-2023