



El Dorado County

Suzanne Allen de Sanchez
Clerk of the Board of
Supervisors

Date: July 18, 2011
To: Board of Supervisors

RE: File 11-0468 Supervisor's Assistant Salary & Benefits Staff Report

The goal of the new Supervisor's Assistant salary and benefit package is to make the adjustments and changes per the request of the Supervisors. The final documents are to be approved by the end of September to have them in force by the end of this year.

We have taken the direction of the Supervisors and have compiled the following for review:

1. Amended the current Salary and Benefit Resolution for Unrepresented Employees to be specific for the Supervisor's Assistant; and
2. Comparison Chart of the comparator counties salaries.

At this point we would like to present this information to the Board for review and direction as necessary. We will return on August 19, 2011 with the final documents including any changes by the Board as well as reviewed by County Counsel and Risk Management.

Salary and Benefit Resolution

The resolution for the Salary and Benefits for Unrepresented Employees was amended to meet the new requirements for the Supervisor's Assistant position using the recommendations from the Board. Attachment 2B is a redlined copy of the document and Attachment 2C is a final draft of the document.

Salary and Benefit Resolution changes made:

Section 1 – Title and Effective Date: changed the resolution title to Supervisor's Assistant and added wording for effect date.

Section 2 – Applicability: noted that the resolution is for Supervisor's Assistant only.

Section 3 – Definition of Terms: deleted sections which do not apply to the Supervisor's Assistant.

Section 4 – Fees and Reimbursements: no changes.

Section 5 – Allocation of Positions: changed department head to appointing authority.

Section 6 – Administration of Salary Schedule: noted the salary range to be a flat hourly rate, changed the authorizing entity to a member of the Board of Supervisors and deleted sections 603 through 611.

Section 7 – Designated Salaries: deleted in its entirety.

Section 8 – Holiday: deleted references to Court employees, Management employees and Mental Health positions.

Section 9 – Vacations: amended to set the initial vacation at 120 hours and maximum accumulation at 160 hours, changed department heads to supervisors and deleted information regarding other positions.

Section 10 – Sick Leave: changed department head to appointing authority and deleted information regarding other positions.

Section 11 – Management Leave and Supervisory Leave: deleted in its entirety.

Section 12 – Other Paid Leaves: changed titles of positions to Supervisor's Assistant and deleted information regarding other positions.

Section 13 – Leave without Pay: changed titles of positions to Supervisor's Assistant and deleted information regarding other positions.

Section 14 – Special Pays: PERS contribution – County shall contribute 4% and the employee shall contribute 3%, noted that Supervisor's Assistant shall not receive longevity pay, deleted sections 1403, 1405 through 1412, 1414 through 1421 and deleted information regarding other positions.

Section 15 – Insurance: deleted information regarding other positions.

Section 16 – Annual Medical Exams: Department Heads: deleted in its entirety.

Section 17 – Tuition Reimbursement: deleted in its entirety.

Section 18 – Hours of Work and Overtime: deleted information regarding other positions.

Section 19 - Closure of County Buildings Policy: deleted information regarding other positions.

Comparator Counties Chart

The comparator counties (adopted by the Board on June 22, 2004) include Amador, Butte, Merced, Napa, Nevada, Placer, Sacramento, San Joaquin, Shasta, Sutter, Yuba, and Yolo. Six of the Counties are supported by the Chief Administrative Office and the Office of the Clerk of the Board. The other six Counties have support staff for the Board of Supervisors. The salaries for these positions can be seen in the chart in Attachment 2D. The average and median of the comparator counties has been calculated as well as the Supervisor's Assistant salary range and median. The Supervisor's Assistant salary is lower than the average of the comparator counties. I think further study should be done to judge the effects of the changes in the salary and benefit resolution to assure just calculation of the new salary.

File 11-0468 Supervisors Assistant Salary & Benefits Staff Report

Recommended Actions:

- 1) Receive and file the draft Supervisor's Assistant Salary and Benefits Resolution;
- 2) Receive and file the survey of similar positions;
- 3) Direct staff to return with any changes included into the resolution and salary compensation schedule on August 16, 2011.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Suzanne Allen de Sanchez', written over a faint circular stamp or watermark.

Suzanne Allen de Sanchez
Clerk of the Board

Attachments:

- 2A – Staff Report
- 2B – Salary and Benefit Resolution Draft
- 2C – Comparator Counties Survey of Salaries