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Title: Chief Administrative Officer and Director of Human Resources recommending the Board adopt and authorize the Chair to sign Resolution 175-2017, which clarifies the effective date of Resolution 167-2017, revising the salary schedule in order to reassign the following classifications: Assistant CAO, Deputy CAO, Assistant Director of Finance & Administration, Chief Assistant County Counsel, Chief Budget Officer, Assistant Director of Community Development, Chief Assistant Director/HHSA and Mental Health Director from the 'Unrepresented Department Head' benefit status to 'Unrepresented Management', effective January 1, 2018 (Refer: 11/7/17, Item 35)

Sponsors:

Indexes:

Code sections:

Attachments: 1. 7A - UD-UM clarifying Resolution 12-5-17, 2. 7B - Counsel Resolution Approval 12-5-17, 3. Executed Resolution 175-2017 BOS 12-5-17, 4. 6A - ORD 5069 Ch 2.06, 2.15, 2.16 Combined, 5. 5A - UnrepresentedEmployeesMOU 11-7-17, 6. 5B - Summary of Revisions to Unrep Reso 11-7-17, 7. 5C - Current Salary and Benefits Resolution (2001), 8. 5D - Chapter 2.06 Markup, 9. 5E - Chapter 2.15 Markup, 10. 5F - Chapter 2.16 Markup, 11. 5G - Summary Ordinance, 12. 5H - Elected Dept Head Salary Resolution, 13. 5I - Appointed Dept Head Salary Reso, 14. 5J - Chief Asst DA Salary Reso, 15. 5K - UD to UM Resolution, 16. 5L - RES 089-2014, 17. 5M - RES 166-2013, 18. 5N - RES 007-2010, 19. 5O - RES 006-2010, 20. 5P - RES 51-2008, 21. 5Q - RES 240-2007, 22. 5R - RES 151-2007, 23. 5S - RES 344-2005, 24. 5T - RES 247-2005, 25. 5U - RES 138-2014, 26. 5V - RES 041-2005, 27. 5W - RES 350-2004, 28. 5X - RES 286-2004, 29. 5Y - RES 195-2004, 30. 5Z - RES 042-2004, 31. 5AA - RES 204-2003, 32. 5BB - RES 132-2003, 33. 5CC - RES 328-2002, 34. 5DD - RES 133-2002, 35. 5EE - RES 091-2002, 36. 5FF - RES 008-2002, 37. 5GG - RES 323-2001, 38. 5HH - RES 128-2001 11-7-17, 39. 5II - RES 111-2017 11-7-17, 40. 5JJ - RES 093-2015 11-7-17, 41. Executed Resolution 163-2017 BOS 11-7-17, 42. Executed Resolution 164-2017 BOS 11-7-17, 43. Executed Resolution 165-2017 BOS 11-7-17, 44. Executed resolution 166-2017 BOS 11-7-17, 45. Executed Resolution 167-2017 BOS 11-7-17, 46. Executed Ordinance 5069 BOS 11-14-17, 47. 4A - Resolution Comp Philosophy 9-26-17, 48. Executed Resolution 147-2017 BOS 9-26-17, 49. Executed Resolution 180-2013, 50. Public Comment Rcvd 12-7-15 BOS 12-8-15, 51. 2A - Resolution 204-2003 12-8-15, 52. 2C - Revised Resolution 235-2014 12-8-15, 53. 2B - Revised Resolution 180-2013 12-8-15, 54. Executed Resolution 235-2014 12-9-14 item 26.pdf, 55. Executed Resolution 236-2014 12-9-14 item 26.pdf, 56. Public Comment Rcvd 12-9-14 BOS 12-9-14, 57. E - Elected Slide BOS 12-9-14 Rcvd 12-9-14, 58. Public Comment Rcvd 12-8-14, 59. A - Revised-Resolution Elected Longevity and CPA - BOS 12-9-14, 60. B - Resolution GIS - BOS 12-9-14, 61. C - Salary Comparison - BOS 12-9-14, 62. D - Personnel Policy No 6 12-9-14, 63. A - Resolution Elected Longevity and CPA - BOS 12-9-14

Date	Ver.	Action By	Action	Result
12/5/2017	7	Board of Supervisors	Approved	Pass
11/14/2017	6	Board of Supervisors	Approved	Pass
11/7/2017	5	Board of Supervisors	Approved	Pass
9/26/2017	4	Board of Supervisors	Approved	Pass
12/8/2015	2	Board of Supervisors	Approved	Pass

12/9/2014	1	Board of Supervisors	Approved	Pass
12/9/2014	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer and Director of Human Resources recommending the Board adopt and authorize the Chair to sign Resolution **175-2017**, which clarifies the effective date of Resolution 167-2017, revising the salary schedule in order to reassign the following classifications: Assistant CAO, Deputy CAO, Assistant Director of Finance & Administration, Chief Assistant County Counsel, Chief Budget Officer, Assistant Director of Community Development, Chief Assistant Director/HHSA and Mental Health Director from the 'Unrepresented Department Head' benefit status to 'Unrepresented Management', effective January 1, 2018 (Refer: 11/7/17, Item 35)

DEPARTMENT RECOMMENDATION

Chief Administrative Officer and Director of Human Resources recommending the Board approve resolution **175-2017**, which clarifies the effective date of resolution **167-2017**, revising the salary schedule in order to reassign the following classifications: Assistant CAO, Deputy CAO, Assistant Director of Finance & Administration, Chief Assistant County Counsel, Chief Budget Officer, Assistant Director of Community Development, Chief Assistant Director/HHSA and Mental Health Director from the 'Unrepresented Department Head' benefit status to 'Unrepresented Management', effective January 1, 2018 (11/7/17, Item 35)

DISCUSSION / BACKGROUND

At their meeting of November 7, 2017 (Item 35) the Board approved several items related to salary and benefits for unrepresented employees, including the adoption of Resolution **167-2017** revising to the salary schedule in order to reassign the following classifications: Assistant CAO, Deputy CAO, Assistant Director of Finance & Administration, Chief Assistant County Counsel, Chief Budget Officer, Assistant Director of Community Development, Chief Assistant Director/HHSA and Mental Health Director from the 'Unrepresented Department Head' benefit status to 'Unrepresented Management', effective January 1, 2018; and for those employees whose benefit status is being changed from Unrepresented Department Head to Unrepresented Management, authorized the Auditor-Controller to:

- A) Cash out any vacation hours in excess of 320 hours at the beginning of the first quarter of 2018; and
- B) In January 2018, pay the contribution to employees' deferred compensation accounts based on the match for UD employees, according to employee contribution amounts throughout calendar year 2017.

This change will affect the total compensation of five existing employees, due to a reduction in vacation accrual rate and maximum accrual, a reduction in the maximum deferred compensation match amount, and an increase in the county contribution toward the employee share of PERS costs. Additionally, these employees would no longer have the option of cashing out vacation time earned in excess of the maximum accrual rate. In order to avoid negatively impacting employees who have in good faith paid into their deferred compensation accounts throughout the year in anticipation of a county match of up to \$800, the Board authorized the Auditor-Controller to pay the contribution to employees' deferred compensation accounts based on the match for UD employees in January 2018.

In addition, some of the affected employees are eligible for vacation time cash-out as part of the UD benefit level and have accumulated hours in excess of the maximum accumulation (320 or 360 hours, depending years of service). For the present quarter, this cash out would normally occur in January 2018. Because some employees may not be able to use these hours prior to the end of the year, the Board authorized a one-time cash-out to pay affected employees for excess vacation time

in January 2018.

However, according to the resolution shifting the assistants from UD to UM, that shift is effective “the pay period immediately following adoption” of the resolution. The clarifying resolution would move the effective date to January 1, 2018, allowing the final vacation cash out, the deferred compensation employee match, and correcting the resolution consistent with the Board’s direction approved on November 7, 2017.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel

CAO RECOMMENDATION

It is recommended that the Board approve this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Provide the CAO and Director of Human Resources a copy of the adopted resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, Chief Administrative Officer
Tameka Usher, Director of Human Resources

Clerk's Note: See Resolutions 164-2017, 165-2017, 166-2017, and 167-2017 adopted 11/7/17 File 14-1649. Ordinance 5069 adopted 11/14/17.