

RECLASSIFICATION & SALARY ADJUSTMENT COMMITTEE
WEDNESDAY, JANUARY 28, 2015

10:00 a.m. Call to Order

Meeting called to Order by Supervisor Wills, Supervisor Byrne, Alice Marrs, Kelly Crosby, Diane Fogle, and Luvina Albright are present. Deputy Clerk Mason are also present.

Public Comment

None.

[Approval or additions/deletions to agenda](#)

Public Health Deputy Director Crosby, request to correct item 5d to state “Public Health Services Specialist II”

Motion by Supervisor Byrne, seconded by Luvina Albright to approve the agenda as amended. Motion passed unanimously.

1. [Approval of past committee minutes for November 13, 2014](#)

[Attachment](#)

Motion by Supervisor Byrne, seconded by Kelly Crosby to approve the committee minutes for November 13, 2014. Motion passed unanimously.

Supervisor Wills announces they will not be taking any action today and that they will notify departments of a final decision at a later date. This was recommended by County Counsel to review and finalize at a later date for the good of the County. This is the only way they saw to do it fairly and do what is right for the county.

2. [CalWORKS items:](#)

- a. Requesting to reclassify the Support Services Administrator (SSA) to an Employment and Training Worker Supervisor II (ETWSII).

[Attachment](#)

Program Manager Fogle, explains that this position has been looked a couple of times when this classification was put into program as an Administrative Assistant. There has been an effort to place the current employee in something that was higher, but didn't meet the job description. A lot of the duties being performed by this employee are the duties of a fiscal officer. If this change is made the employee would continue with her duties (including the fiscal ones). The effort is to have the employee in the right job description and to get their program aligned with other welfare programs similar to other counties across the state.

Program Manger Fogle, states that this would change the current employee from Range 262 to Range 263, step D, this would meet the 5% increase that is required.

Luvina Albright wants to know if this is a Merit Systems positon. Program Manager Fogle, says no, but they use the Merit System job description for the position. This would help if their department and Social Services ever merged together in the future.

Supervisor Byrne asks where the comparisons are of other Counties job descriptions with fiscal duties. Program Manager Fogle, states that no other county has a position like this with fiscal duties. It is unique to our county.

Kelly Crosby does not see this as a big request, asking to increase a Range from 262 to 263 especially with the inclusion of fiscal duties.

Alice Marrs' concern is not the increase in the range, but for the other fiscal officers that come in for increases how will this affect the other classifications.

Kelly Crosby states that she is a supervisor and supervisors make more than Fiscal Officers. She recommends they focus on the classifications and on the range as much.

Supervisor Wills states that he doesn't care for a straight line for all supervisors or all Fiscal Officers. Supervisor Wills wants to know the difference in job duties.

Program Manager Fogle states the fiscal responsibility and delegation of duties working with the "Welfare to Work" program. The Support Services Administrator does not have those components. This position supervises up to four staff.

Supervisor Byrne recommends the committee only look at step A in the requests since it is about the position and not the person that will be in the position

Program Manager Fogle, states that the average from other counties was Range 254 without fiscal duties and this position she is proposing has more job duties than the comparable.

Supervisor Byrne states that other counties are being used that are way higher, Mono County for example. Their salaries and benefits are not comparable and she is throwing those out. Alice Marrs states that she also throws out the highest and the lowest. Supervisor Wills concurs with both Supervisor Byrne and Alice.

b. [Requesting to reclassify the Employment Specialist \(ES\) positions to Employment & Training Workers \(ETW\): I, II, III. \(CalWORKS\) Attachment](#)

Program Manager Fogle, states that she reviewed the Merit Systems structure, they are using an employee training worker I II III, they only have an Employment Specialist position, and this is a non-progressive position.

Supervisor Byrne states that after dropping out Mono County and adding in the benefits from the other counties the average comes out to Range 178 give 6.14% increase. She notes that Modoc County is very competitive with its benefit package, health benefits in particular and this needs to be taken into consideration when comparing.

Diane Fogle, states that the proposed steps are;

I-186

II-203

III-217

Kelly Crosby exits committee, Diane Fogle joins committee in her place.

3. Requesting to add parallel classifications to the Behavioral Health Specialist I, II, III, which would be Behavioral Health Peer Specialist I, II, and III. (Behavioral Health) Attachment

Behavioral Health Deputy Director Shepard, states that this is important to the employee, he has become a leader in the State in the peer movement. He really wants to have the peer title added to his position. She looked at other counties and they have this title. All adds for employment for this department say, "with lived experience or with family members of experience desired". The change in the future for this position, if passed by the committee would be to ask the applicant if they would be interest in the peer designation. She states that this is important to Director Stockton and herself because they have been involved in the peer movement and support it.

She shares that if the client knows that the person helping them in a professional capacity has been where they have been they can appreciate that and they understand it from the inside out. The only difference is in the afterhours on call. The peer position, instead of saying "shall be on call" will say "may be on call".

Diane Fogle wants to know how this change will it affect the number on the allocation table. Deputy Director Shepard states that they will advertise for specialist and during the interview they will designate the peer option. The allocation will be for either or Specialist or Peer Specialist.

Motion by Supervisor Byrne, seconded by Luvina Albright to approve to add parallel classifications to the Behavioral Health Specialist I, II, III, which would be Behavioral Health Peer Specialist I, II, III. Motion passed unanimously.

4. Social Services Items:

a. Requesting to create the new position of Office Assistant Supervisor

Attachment

Interim Director of Social Services Crosby, Kelly Crosby, states that there are a large number of office specialist and there is a need to have another level of supervision. The organizational chart shows at least five employees this person would oversee. This would allow them to have a good flow of back up. The range comes from the comparison counties. This position will be required to know all programs within Social Services, which makes this position unique. She is aware that there is an Office Supervisor, but this is a County Office Supervisor, there is not a Merit Systems Office Supervisor.

Supervisor Byrne thinks a Range 172 is a more adequate range after adding in the benefits from the other counties.

Interim Director Crosby confirms with the committee that the position is okay, but the Range needs to be looked into deeper.

Diane Fogle states that the Office Specialist is a low paid position and it makes them hard to find and retain once you find them.

Supervisor Wills provides a summary of the item, Interim Director Crosby's proposal is a Range-196 \$2,593-\$3,310. The committee finds that a Range-172 \$2,099-\$2,935 is more appropriate to other counties (salary & benefits). They need more info to narrow the Range down better, regarding the salary survey.

- b. [Salary Survey](#)
- i. [Account Clerk I, requesting Range 127 \(\\$1,838-\\$2,357\)](#)

Interim Director of Social Services Crosby, states that this is not a huge increase.

Supervisor Byrne states it is approximately 4.61%, but when you look at the salary plus the benefits of the other counties the current range for this position is actually above the other counties.

Diane Fogle states that it is hard to see your clients getting jobs that pay higher than their job. They can't retain these employees because of this issue.

Supervisor Wills provides a summary of the item, Interim Director Crosby's proposal is a Range-127 \$1,838-\$2,357. The committee finds that a Range-118 is more appropriate to other counties (salary & benefits). They will find a compromise between the two ranges.

- ii. [Account Clerk II, requesting Range 146 \(\\$2,021-\\$2,579\)](#)

Supervisor Byrne states that this position is a 9.4% increase and that our County's benefits are above the average of the other counties.

Interim Director of Social Services Crosby, states that this position is currently at Range 128

Supervisor Byrne suggest a Range 140 \$1,961-\$2,503, instead of a 146. \$12.07/hr. at step A at Range 140

Interim Director Crosby expresses her frustrated, \$12.07 is lower than an Extra Help person, and benefits don't pay your rent.

Supervisor Byrne states that she understands where Interim Director Crosby is coming from, but they as a committee have to be cautious because these are tax payer dollars.

Interim Director Crosby states that the Social Services department brings money into this County from the Federal Government and the State. She is aware that they are representing tax payers, but they should honor the employees' hard work, so they can live in our community and rebuild our community.

Supervisor Byrne appreciates that Interim Director Crosby is standing up for her employees. She states that regardless they are still tax payer dollars and she is a fiscal conservationist when looking at these numbers.

Motion by Supervisor Byrne, seconded by Diane Fogle to enter recess at 12pm and to reconvene at 1pm. Motion passed unanimously.

iii. [Account Clerk III, requesting Range 164 \(\\$2,211-\\$2,822\)](#)

Supervisor Wills wants to know if these are broke down in 5% increments. Interim Director Crosby, states no. They are all a little bit more than 5%, 10% for the last range. 10% above the Account Clerk 2. The reasoning for this is because of years required, skills and duties. This position requires two years performing office duties related to fiscal, one year experience at journey level.

Supervisor Wills wants to know why she is asking for 10%. Interim Director Crosby, states that the Account Clerk III is very similar to the Eligibility Worker III, whereas it is a Lead Worker and they have to supervise all of the I's and II's below them.

Carol McCulley clarifies that the process of the Account Clerk promotion is, after a year they go from a I to a II, but must apply to be a III, this is not a guarantee if there is no need (if there is no staff under them).

Supervisor Byrne suggest a Range 160 after adding in the benefits. She thinks step A should not be very high because if someone is hired with no experience, you would want there to be room for them to move up.

Interim Director Crosby states that California's minimum wage is \$9/ hour, and in 2016 it will be \$10 per hour, this is no experience/entry level work. She states that she is planning for the future of minimum wage potentially going up to \$12.

Supervisor Wills states that this is why there are Steps in place for each Range, that way someone with experience is above the minimum wage/entry level rate.

iv. [Account Technician, requesting Range 194 \(\\$2,567-\\$3,277\)](#)

Supervisor Byrne states that there are Account Technician positions all over the county and they are all at a Range 155, currently this positon at Social Services is already at a Range 165. Interim Director Crosby states that this is due to this being a Merit Systems position.

Supervisor Byrne states that she is cautious of this since everyone else is at a Range 155. This would be a 15.5% increase.

Diane Romesha states that she came before the committee last year about making tiers for this position. She states that it was approved by the committee to have an Account Technician I, II, and III. Diane will forward Deputy Clerk Mason information on this, so the committee can follow up on it.

Interim Director Crosby will look at this more since this is a 30 step jump.

Supervisor Wills states that he needs information on this position for the whole county, in particular the decision that was made at the meeting Diane is referencing. As well as job descriptions for each one of those positions.

v. [Fiscal Officer, requesting Range 300-320 \(\\$4,355-\\$6,143\)](#)

Supervisor Byrne states that in the past this position caused a lot of issues throughout the rest of the county.

Kelly Crosby, Interim Director of Social Services states that there is a uniqueness to this position, because it is not only a Fiscal Officer, but a supervisor as well over the Account Clerk and Account Technicians. Supervisor Byrnes states that this position needs to have a different title if that is the case.

Diane Romesha suggest differentiating the fiscal positions by department, i.e. Road Dept. Fiscal Officer and Social Services Fiscal Officer.

Diane Fogle recognizes the differences between all of the Fiscal Officers, and thinks it would be appropriate to do a Fiscal Officer I, II, III based on the duties that department is responsible for.

Supervisor Wills wants to know if some counties have different ranks such as a Fiscal Officer I, II, III or do they have department specific Fiscal Officers. Diane Romesha states that yes there are some counties that do one or the other.

Supervisor Wills would like to see each department with their own job description, so that position can be ranked on the amount of work that is required. He doesn't want to move on this until they can connive to speak about it as a group with all of the Fiscal Officers.

Alice Marrs suggest the Fiscal Officers bring what is unique to their department to the meeting. Supervisor Wills wants to know what other counties are doing and bring that back to the group. Get the Fiscal Officers together to discuss.

Supervisor Wills states that before they can move forward the Fiscal Officers need to organize a meeting, he give Kelly Crosby instruction to organize this. They will come back before the committee to present their proposal.

Supervisor Wills states that they will attend the meeting but will not be facilitating it, they will be present for questions. He also states that all information/correspondence regarding this meeting needs to go to the Deputy Clerk of the Board.

vi. [Eligibility Worker I, requesting Range 158 \(\\$2,145-\\$2,737\)](#)

Supervisor Byrne states that this would be a 10.5% increase to the position.

Interim Director of Social Services Crosby, states that employees in this position only bring home \$1200 a month, and if they have kids they qualify for the aid that they give their clients. Hard to keep employees due to the level of responsibility with the job. The responsibility that sits on their shoulders is very heavy. She herself wouldn't do it for that amount. The position has high turnover rates all over the state, if she could keep them for a year and then promote to a two it would be worth it.

Eligibility Program Manager states Shirk, states that after the trainings occur the employee realized that they don't get compensated adequately. They have 10 workers currently in the department and they will have 300 cases each.

Supervisor Byrne suggest a Range 157 (9.94% increase) instead since Modoc County pays higher health and longevity.

vii. [Eligibility Worker II, requesting Range 177 \(\\$2,358-\\$3,010\)](#)

Supervisor Byrne states that this is a 5.6% increase.

The committee is okay with this request as is.

viii. [Eligibility Worker III, requesting Range 197 \(\\$2,606-\\$3,326\)](#)

Supervisor Byrne states that this is an 11.08% increase over current rate.

Interim Director of Social Services Crosby, states that this is a lead worker, they train the EW I and II. There is increased responsibility and case loads.

Eligibility Program Manager Shirk, states that the employee needs at least two good years of work before getting to an EW III. There are three currently in this position.

Interim Director Crosby, states that Eligibility Program Manager Shirk prevents issues and handles corrective action plans (she is currently an EW III) the other EW III are supervising and managing cases.

Interim Director Crosby, states that these employees are constantly learning cause of constant changes with the state. She states that to be staffed fully would be to have six staff under each lead worker (EW III).

Eligibility Program Manager Shirk, states that there are 250-280 clients per worker.

ix. [Eligibility Worker Supervisor, requesting Range 242 \(\\$3,261-\\$4,162\)](#)

Supervisor Byrne states that this is a 3.03% increase.

The committee is okay with this request as is.

x. [Office Assistant II, requesting Range 130 \(\\$1,865-\\$2,380\)](#)

Supervisor Byrne states that this is an increase of less than 1%.

The committee is okay with this request as is.

xi. [Office Assistant III, requesting Range 150 \(\\$2,061-2,630\)](#)

Supervisor Byrne states that this is a 6.18% increase.

The committee is okay with this request as is.

xii. [Office Assistant Supervisor \(item 4.a.\), requesting Range 196 \(\\$2,593-\\$3,310\)](#)

Item discussed under 4a.

xiii. [Social Worker I, requesting Range 206 \(\\$2,724-\\$3,477\)](#)

Supervisor Byrne states that this is a 14.36% increase.

Interim Director of Social Services Crosby, states that the staff do a lot of communicating with judges and agencies, going to homes, they have to have more training and knowledge for this skill.

Supervisor Byrne states that Modoc County is above the other counties with the benefits added in. She wants to know why they are requesting an increase when they are not below the average.

Social Worker Program Manager McCully, states that it is job specific. In child welfare there are emergencies where a referral needs to be looked at right away, then you have family communication where a child may still be in foster care, then there is family maintenance where the family is together but they are still monitoring them. Modoc County Social Workers do all of this, in other counties you would have one person for each area. A Social Worker from Modoc can go to another county, make more money and only have to do one area of the job they are currently doing.

Supervisor Byrne states that this is a bigger request than the other positions they are asking for and she wants to know why that is. Interim Director Crosby, states they compared “apples to

apples” and it was determined that this position was still underpaid. They used the same data to compare all of the positions.

Supervisor Wills recognizes that the current staff do all facets of the job, he wants to know why they can't break the job duties out so each is going specific. Interim Director Crosby, states because they do not have enough staff, currently they only have three for the whole county.

Deputy Clerk Mason states that is rare to find educated employees with a degree in Modoc. If a department has the opportunity to retain someone with this they should pay it forward with it reflected in their wages. The county is at a disadvantage due to not only its size but its distance away from higher education than other small counties are.

Supervisor Wills points out that the request says, steps A-E instead of A-F like the rest of the positions. Interim Director Crosby, texted message Fiscal Officer, Laura Shinn who states that the other counties reach longevity at E, where as we reach it at F, takes a little longer in our County.

Interim Director Crosby, ask the committee to instead of focusing on the size of the increase in regards to it being too big, we should be focusing on how underpaid the position has been. She states that this is the highest equitable position they have looked at so far in comparison to what other counties have.

Alice Marrs asks what the case load in other counties are when they have separate responsibilities. Interim Director Crosby, states that this can be looked into and brought back to the committee.

Motion by Supervisor Byrne, seconded by Luvina Albright to enter recess at 2:46pm for ten minutes. Motion passed unanimously.

xiv. [Social Worker II, requesting Range 225 \(\\$2,996-\\$3,823\)](#)

Supervisor Byrne states that this is a 16.21% increase tape

Program Manager McCulley, states that they must complete core 1 and 2. The duties increase when you go from a Worker I to a II, as you become more trained and independent. The level or experience/education for the Worker II is the same as the Worker I, but the training is what makes it different from a I (core I and core II). This is a journey level Social Worker, they are expected to carry a full case load.

xv. [Social Worker III, requesting Range 244 \(\\$3,293-\\$4,204\)](#)

Supervisor Byrne states that this request is a 16.12% increase.

Interim Director Crosby, states that this person would have had to been a Social Worker II, the goal is to bump from within.

xvi. [Information Systems Technician requesting Range 185 \(\\$2,454-\\$3,132\)](#)

Supervisor Byrne states that this is a 8.82% increase.

Interim Social Services Director Crosby, states that someone is in this position currently. This is a specialized position to the unique programs within Social Services. They also service Probation and CalWORKs. There are 50+ computers they have to maintain.

Supervisor Wills states that he wants to see this position in the IT Department. Interim Director Crosby, states that it is too specialized to do that and requires them to serve only Social Services.

Supervisor Byrne wants to know if this position is similar to an IT Systems Analysis in the IT department. She advises Interim Director Crosby to check with Jerry Cook on both this position and the System Support Analyst (item 6.b.17)

xvii. System Support Analyst, requesting Range 234 (\$3,133-\$3,999)

Same as IT Technician.

xviii. [Welfare Investigator II, requesting Range 274 \(\\$3,825-\\$4,881\)](#)
[Attachment](#)

Supervisor Byrne states that this request is a decrease from current range.

Interim Director of Social Services Crosby, states that this was way above the average. The recently brought a Welfare Investigator I up and then evaluated the II. Post requirement can be waived, she has decided not to waive it, and she feels this is an important requirement. Only one position within the whole department, so they would never have a I and a II at the same time.

5. [Public Health Items:](#)

a. [Requesting to create a new Class Specification for Emergency Preparedness Training/Planning Coordinator \(Range 295\).](#)

[Attachment](#)

Deputy Director of Public Health Crosby, states that this person does the Public Health Emergency Preparedness program. They are responsible for \$300,036. This is specific to the duties the individual is doing. This is a vacant position at this time.

Supervisor Byrne request that Deputy Director Crosby come back and present more recent numbers since it was submitted.

b. [Requesting to increase the pay range of Public Health Nurse \(PHN\) from Range 319 to a Range 349.](#)

Deputy Director of Public Health Crosby, states that they lose staff to Modoc Medical Center and the schools, and they don't have a college here who pulls in public health nurses as easy as other counties. She states that a recent hire she made she had to start them at a D step in order to steal them from another facility and be competitive.

Supervisor Byrne states that this would be a 16.14% increase. She states that Modoc County is paying the average compared to the other counties. Deputy Director Crosby, states that she is desperate to fill this position, she has been short staffed for far too long.

- c. [Requesting to increase the pay range of Public Health Nurse Supervisor from Range 329 to Range 359.](#)

[Attachment](#)

Supervisor Byrne states that Modoc is below other counties.

- d. [Requesting to create a Class Specification for a Health Services Specialist II \(Range 231\).](#)
[Attachment](#)

Deputy Director Crosby, states that this is a journey level position. They have added more years of knowledge, they will be more independent and require a higher level of skill.

6. [Requesting to create new position of Assistant Agricultural Commissioner/Sealer. \(Ag. Department\)](#)

[Attachment](#)

Susie Philpot states that they are requesting a Range 268, the employee's current position is a Deputy Ag. Commissioner. They will keep the deputy regardless if this is granted.

Supervisor Byrne wants to know why an Assistant instead of Deputy. Ag. Commissioner Moreo, states that one of his jobs is to recruit a Commissioner for Lassen County. His current Deputy would apply for this and he would be losing the person he is hoping to succeed him without this new position. He states that he is gone often and Gary has to fill in when he is gone. Gary is one license away from being an assistant which has many licenses and degree requirements.

Supervisor Byrne wants to know if he has to fly the position. Ag. Commissioner Moreo, states yes, but he would do it in county.

Supervisor Byrne states that this would be a 34% increase from a Deputy to an Assistant. When looking at the comparisons from the other counties this is actually below what the other counties are doing. Susie Philpot states that any increase in salaries for their department will be reflected in gas taxes.

Motion by Supervisor Byrne, seconded by Alice Marrs to enter recess until 10am tomorrow, January 29, 2015. Motion passed unanimously.

**RECLASSIFICATION & SALARY ADJUSTMENT COMMITTEE
THURSDAY, JANUARY 29, 2015**

10:00 a.m. Call to Order

Meeting called to Order by Supervisor Wills, Supervisor Byrne, Kim Hunter, Dawn Valencia, Alice Marrs, and Deputy Clerk Mason are present.

Public Comment

None.

7. [Treasurer- Tax Collector Items:](#)
 - a. [Requesting to reclassify the Assistant Treasurer job class.](#)

Treasurer Knoch provides the committee with a document outlying the newer duties of her staff since losing a staff member.

Supervisor Byrne states that her understanding is that she wants to go from a Range 155 to a Range 220, she agrees they need the increases, but at a lower percentage. She is requesting a 38.3% increase. She would recommend a Range 192 which is the average after adding in the benefits to the comparisons.

Diane Romesha asks why Supervisor Byrne is using the family benefit instead of the individual benefit amount. Supervisor Byrne states because it is the maximum for all of the counties. Diane Romesha states that if everything is being based on the family benefit rates then the singles are getting penalized. Supervisor Byrne states that they have to look at the maximum.

Mitch Crosby suggest taking an average of the single and the family rates. Supervisor Wills states that they have to plan for the future, of young adult populating the county work force and all of them needing health insurance.

Treasurer Knoch shares that none of the counties had the same situation has her office. All other counties have an assistant treasurer/tax collector. The job of her assistants are more than other counties since they take on her duties when she is out of the office.

Kim Hunter agrees after working with her staff that they are under paid and her staff is comparable to her administrative assistant.

Treasurer Knoch states that she needs to plan for the future and have the ability to hire a quality employee to back fill if they retire.

Supervisor Byrne states that they need to be smart about how they select the ranges because it will cause a snowball effect with the other departments.

Kim Hunter states that the committee is looking in the area of Range 199-200 as more appropriate.

- b. Requesting to reclassify the Assistant Tax Collector job class.

Discussed at the same time as 7a above.

Kim Hunter exits.

Kim Hunter re-enters.

8. Road Department Items:

a. Salary Survey Phase 1:

- i. Road Maintenance Worker I, requesting Range 182 (\$2,418-\$3,086)

The committee chose to discuss item 8ai and 8aii at the same time. Reference item 8aii for notes.

- ii. Road Maintenance Worker II, requesting Range 202 (\$2,671-\$3,409)

Road Commissioner Crosby, states that Road Maintenance Workers (MW) I and II have the same duties, but II has supervisory duties. I is entry level, II occurs after one to two years as a MW I. They don't want any one long term in a MW I position. These are the positions they fill the most often. There has to be space available to move up, if there is no space they need to make it worthwhile for someone to want to say at a MW I.

Diane Romesha states that they lose employees to Eagle Peak Rock and Paving due to them being able to make more seasonally than they will make annually with the Road Department.

Commissioner Crosby states that the MW I salary has not changed for 8 years. Since then gas, groceries etc. has gone up. Cost of living has gone up and pay for employees has gone down.

- iii. Senior Road Maintenance Worker, requesting Range 209 (\$2,766-\$3,529)

Road Commissioner Crosby, states that the difference from an RM II is that they do the assigning and reviewing of what the crew does. They also assist the Supervisor in training staff.

Diane Romesha points out that that it should say Range 221 (not 209, error on agenda).

Dawn Valencia asks if they supervise the MW I and the II. Commissioner Crosby states, yes.

Supervisor Wills wants to know how many would they supervise at a time. Commissioner Crosby, states 1-2. For smaller districts they will combine and at that point they would supervise 3-4.

Supervisor Wills asks how many times they act as a supervisor. Commissioner Crosby, states weekly because the foreman will go out on jobs. Foreman plans for future project while the senior is performing the work.

Commissioner Crosby, states that they would need to be at least 5% below than the Road Maintenance Supervisor.

iv. [Road Maintenance Supervisor, requesting Range 248 \(\\$3,360-\\$4,287\)](#)

Road Commissioner Crosby, states that the Supervisor is responsible for planning and supervising, responsible for the work of the crew, prepares performance evaluations and can deliver discipline.

Supervisor Byrne states that all of these positions are based on the positions below them, so until those are set they cannot realistically look at them.

Supervisor Wills states that they may have to work backward with the positions on making the decision.

v. [Road Maintenance Superintendent, requesting Range 293 \(\\$4,206-\\$5,368\)](#)

Commissioner Crosby, states that the Superintendent over sees road crews as well as the shop foreman, this is an exempt management position so no overtime like the people below him and no \$60 kick back like the people below him. This person is the key link between office and what is happening in the field.

Diane Romesha states that this position is a huge jump in responsibility from what they were doing previously within a district.

Dawn Valencia states that she is fine with the requested 293.

vi. [Auto & Equipment Mechanic I, requesting Range 207 \(\\$2,738-\\$3,495\)](#)

The committee decided to discuss this item and item 8.a.vi. at the same time. Reference item 8.a.vii.

vii. [Auto & Equipment Mechanic II, requesting Range 221 \(\\$2,936-\\$3,747\)](#)

Road Commissioner Crosby, states that Auto & Equipment Mechanic (Mechanic) I is under close supervision and doing routine maintenance, Mechanic II is a skilled journey level and expected to do the repairs on their own. Mechanic II works without supervision, but does not supervise the Mechanic I, the Shop Supervisor does. What they learn is over time due to the variety of equipment. Takes time to fully understand the equipment.

Commissioner Crosby, states that Mechanic I needs some skill and knowledge verses a MW who needs no experience, this explains why a Mechanic I starts out higher than the MW I.

viii. [Machinist/Auto & Equipment Mechanic, requesting Range 240 \(\\$3,229-\\$4,121\)](#)

Commissioner Crosby, states that this is a dual function journey level; they have to have all the skills that a Mechanic II has as well skills in access of a Mechanic II. Responsible to repair parts instead of buying them.

Supervisor Byrne suggest removing Yuba County from the average.

ix. [Auto & Equipment Supervisor, requesting Range 265 \(\\$3,657-\\$4,668\)](#)

Road Commissioner Crosby, states that this position provides work planning, training and review of staff. This is a management position.

Supervisor Byrne recommends a range 259 or 260.

b. [Salary Survey Phase 2:](#)

i. [Engineering Technician I, requesting Range 224 \(\\$2,981-\\$3,805\)](#)

Requested to discuss item 8.b.i and b.ii. together. Reference 8.b.ii.

ii. [Engineer Technician II, requesting Range 247 \(\\$3,343-\\$4,267\)](#)

Road Commissioner Crosby, states that the Engineering Technician (ET) I is under close supervision. ET II should be fully competent to perform the full range of technical duties. All ET are supervised by the Deputy Road Commissioner.

Supervisor Byrne states that without adding in the benefits it puts the ET I position at a Range 214. She recommends a Range 240.

iii. [Assistant Engineer, requesting Range 294 \(\\$4,227-\\$5,395\)](#)

Road Commissioner Crosby, states that the Assistant Engineer (AE) provides assistance to management staff in the areas of research, data collection, project administration, and preparation of reports.

Supervisor Byrne recommends a Range 287.

iv. [Associate Engineer/ System Analyst, requesting Range 304 \(\\$4,443-\\$5,670\)](#)

Road Commissioner Crosby, states that this position was created two years ago. They have to meet all the requirements of the Assistant Engineer, they handle most of the IT problems.

Supervisor Byrne recommends a Range 297.

- v. [Deputy Road Commissioner, requesting Range 335 \(\\$5,186-\\$6,618\)](#)

Road Commissioner Crosby, explains that this position directs and oversees all activity in the department. Works very closely with the Superintendent. He recommends the committee see what they do to the Superintendent position and then adjust the Deputy based off this

Supervisor Byrne recommends Range 329 .

- vi. Road Department Fiscal Officer, requesting Range 283 (\$4,001-\$5,107)

REMOVED.

- vii. [Executive Secretary, requesting Range 195 \(\\$2,580-\\$3,292\)](#)

Supervisor Byrne states that Range 189 is what others in the county are at.

Road Commissioner Crosby, states that this position offers support to management level staff.

Diane Romesha states that the work is not unique to the Road Department.

Supervisor Wills states that they will set dates for a workshop to discuss and decide what ranges they will decide on. It was suggested to meet in a location where they can use tables to organize their materials.

ADJOURNMENT

Motion by Supervisor Byrne, seconded by Alice Marrs to adjourn at 12:03pm. Motion passed unanimously.