

GERI BYRNE  
1<sup>st</sup> District

JAMES WILLS  
2<sup>nd</sup> District

JERRY COOK  
3<sup>rd</sup> District

LORI GALVIN  
4<sup>th</sup> District

DAWN VALENCIA  
5<sup>th</sup> District



TIFFANY A. MARTINEZ  
DEPUTY CLERK OF THE  
BOARD OF SUPERVISORS

204 S. COURT STREET  
ALTURAS, CALIFORNIA 96101

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**Reclassification Review and Salary Adjustment Committee  
August 4, 2016**

**Call to Order**

Attendee Name	Title	Status	Arrived
Geri Byrne	Supervisor	Present	10:00 AM
James Wills	Supervisor	Present	9:54 AM
Jerry Cook	IT Director	Present	10:00 AM
Lori Galvin	Associate Planner	Present	10:00 AM
Dawn Valencia	Fiscal Officer	Present	9:54 AM
Tiffany Martinez	Deputy Clerk of the Board	Present	9:54 AM

**Clerk Note: All committee members will be recorded on the vote of each item. The department heads who are not participating on particular items but are present during the meeting will be recorded as "away" as they have no vote on those items.**

The committee will be as follows:

District Attorney/CalWORKs Items: Supervisor Wills, Supervisor Byrne, Director of Information and Technology, Jerry Cook and Fiscal Officer for Public Health, Dawn Valencia.

Social Services/Probation Items: Supervisor Wills, Supervisor Byrne, Associate Planner, Lori Galvin and Deputy Clerk of the Board, Tiffany Martinez.

**Public Comment**

None.

**Approval or additions/deletions to agenda**

Deputy Clerk Martinez reported the January 28 & 29, 2015 meeting minutes were previously approved at the July 9, 2016 meeting and would like to remove those minutes and place the July 9, 2015 meeting minutes for approval.

**Motion to approve the agenda as amended**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**1. Approval of Committee Minutes**

- 1.a. CONSIDERATION/ACTION: Requesting approval of the July 9, 2015 Reclassification Review and Salary Adjustment Committee meeting minutes. (Clerk of the Board)**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Jerry Cook, IT Director
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**Minutes provided for approval at meeting- July 9, 2015 RRSAC Minutes**

**2. District Attorney Items**

- 2.a. CONSIDERATION/ACTION: Requesting to create the position of Victim Witness Advocate II, Range 212: Step A-F; \$2,808 - \$3,584 monthly. (District Attorney)**

District Attorney, Jordan Funk, provided a background on the Victim Witness Advocate II position. District Attorney Funk reported on the possible transfer of the position to Social Services and the possible grant available to support the position. District Attorney Funk stated through out the State of California Victim Witness Advocates are housed in many different departments.

Supervisor Byrne stated after reviewing the benefits, a Range 191 would compare to other counties salary and benefits. Supervisor Byrne stated the requested range is a 16.72% increase. Supervisor Byrne stated she supports creating the position but is not supportive of the requested range.

District Attorney Funk stated there is a possibility of management responsibilities if the position moves to Social Services and there may be a need to reclassify at that time.

Dawn Valencia asked what the current range was for an Advocate I.

District Attorney Support Services Administrator, Luvina Albright, stated the current Range is a 193 for a Victim Witness Advocate I.

District Attorney Funk stated the goal is to move all of the Victim Advocacy under one roof in Social Services.

Supervisor Byrne asked if this position is moved to Social Services, will it qualify for the merit system.

Assistant County Administrative Office/ County Fiscal Officer, Pam Randall, stated it does not qualify for the merit system.

Accounting Assistant II, Jenica Ott, stated due to the job position not having welfare responsibilities or being funded by welfare, it would not qualify as a merit system position. Ott reported Social Services have applied for the grant but have not received final approval. Ott stated if the grant is approved, the department will be possibly creating a half-time position which the Victim Witness Advocate II would possible oversee. Ott reported the grant is a two year grant with \$173,000 in funding.

Director of Information and Technology, Jerry Cook, stated the biggest concern is the qualification of the of work being done for the proposed position.

Randall suggested a Range 203 which would be a 5% increase.

Fiscal Officer Valencia stated a Range 203 will be extremely low compared to other counties. Valencia stated she has an issue with the benefits being used to create an average as many employees do not utilize the highest amount possible. Valencia stated this was discussed at the January meeting that there should be an average of the benefits between the single and the family rate.

Supervisor Byrne stated she is using the max and clarified that Modoc County benefits are larger than many other counties and need to be figured into the equation.

Director Cook stated he would like to have a discussion in the future about benefits as there is a wide range between individual verses family.

Supervisor Wills asked what is the current Victim Advocate Witness I range.

Support Services Administrator Albright stated the current range for a Victim Advocate Witness I is Range193.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Jerry Cook, IT Director
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**2.b. CONSIDERATION/ACTION: Requesting to create the position of District Attorney Office Administrator, Range 275: Step A-F; \$3,844 - \$4,907 monthly. (District Attorney)**

District Attorney, Jordan Funk, provided a background on the position of District Attorney Office Administrator. Funk stated the funding will come from a grant which his office received in the amount of \$300,000 over 18 months for a day reporting center. District Attorney Funk stated the current District Attorney Support Services Administrator position does not have a job description for writing and managing grants. Funk stated it was suggested by the budget for a reclassification of this position in place of a stipend.

Supervisor Byrne stated she is supportive of a Range 275.

Fiscal Officer, Dawn Valencia, stated she is supportive of Range 275.

Supervisor Wills stated he is not supportive of Range 278 as it is above the medium.

Supervisor Byrne asked where the funding will come from after end of the grant.

District Attorney Funk stated when the grant was awarded it was a stipulation that they would reapply for additional funds.

Supervisor Byrne stated the grant has no bearing on the position.

Director of Information and Technology, Jerry Cook, asked how does the change of job description relate to the needs of the grant.

Funk stated Chief Administration Officer, Chester Robertson, stated he is not comfortable with a stipend and suggested a reclassification due to the added duties.

Director Cook asked how will they measure the performance of the position administering the grant.

District Attorney Funk stated there has been adequate performance in the current job position and feels it will carry over to the new job classification.

Assistant Chief Administrative Office/ Chief Fiscal Officer, Pam Randall, stated this position will provided further outreach for additional grants and funding into the county.

Fiscal Officer Valencia stated a Range 275 is close to all the other counties and feels this is an appropriate range.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Jerry Cook, IT Director
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

### 3. CalWORKS Items

- 3.a. CONSIDERATION/ACTION: Requesting to create the Merit Systems Office Assistant I/II/III, as a county job description and incorporate the same Range as the Social Services at the following levels; Office Assistant I - Range 122: Step-A-F; \$1,793-\$2,289, Office Assistant II - Range 132: Step A-F; \$1,883-\$2,403 and Office Assistant III - Range 142: Step A-F; \$1,981-\$2,528. (CalWORKs)**

CalWORKs Program Manager, Diane Fogle, provided a background on the change to a merit system Office Assistant I/II/III. Fogle stated this would create a career ladder in the Social Services department in the event they are transferred over to Social Services. Fogle reported this will no eliminate or transfer any current job positions. Fogle stated this will specifically adopt the proposed job description in the event CalWORKs is transitioned to Social Services. Fogle stated the current CalWORKs job descriptions are not recognized as a merit system job description. Fogle stated if there are any changes to the current CalWORKs program and these job positions have been created, they would transfer seamlessly into Social Services.

Assistant Chief Administrative Office/ Chief Fiscal Officer, Pam Randall, asked if there would be an increase in pay.

Program Manager Fogle stated if it was considered a promotion they would get at least a 5% increase.

Supervisor Byrne asked about the differences on the allocation table and the information in the packet and would like clarification on the Range of an Office Assistant I/II/III.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

- 3.b. CONSIDERATION/ACTION: Requesting to create the Merit Systems Classification for Employment & Training Worker I (ETW I), as a county job description. (CalWORKs)**

CalWORKs Program Manager, Diane Fogle, provided a background on the merit system classification for Employment & Training Worker I.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Jerry Cook, IT Director
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**3.c. CONSIDERATION/ACTION: Create the Merit Systems Classification for Employment & Training Worker II (ETW II), as a county job description. (CalWORKs)**

CalWORKs Program Manager, Diane Fogle, provided a background on the merit system classification for Employment & Training Worker II.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**3.d. CONSIDERATION/ACTION: Requesting to create the Merit Systems Classification for Employment & Training Worker III (ETW III), as a county job description. (CalWORKs)**

CalWORKs Program Manager, Diane Fogle, provided a background on the merit system classification for Employment & Training Worker III.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Jerry Cook, IT Director
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**3.e. CONSIDERATION/ACTION: Requesting to create the Merit Systems Classification for Employment & Training Worker Supervisor (ETWS), as a county job description. (CalWORKs)**

CalWORKs Program Manager, Diane Fogle, provided a background on the merit system classification for Employment & Training Worker Supervisor.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**11:11 a.m. Motion for a five minute recess.**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Dawn Valencia, Fiscal Officer
<b>AYES:</b>	Byrne, Wills, Cook, Valencia
<b>AWAY:</b>	Galvin, Martinez

**11:21 a.m. The meeting reconvened with Supervisor Byrne, Supervisor Wills, Associate Planner Galvin and Deputy Clerk Martinez present.**

Associate Planner, Lori Galvin, took the place of Director Cook on the panel. Deputy Clerk of the Board, Tiffany Martinez took the place of Fiscal Officer Valencia.

**4. Social Services Items**

**4.a. CONSIDERATION/ACTION: Requesting to create the position of Social Services Aide, Range 166: Step A-F; \$2,233 - \$2,850. (Social Services)**

Accounting Assistant II, Jenica Ott, Program Manager/Fiscal Administrator, Laura Shinn, and Program Manager, Patty Shirk presented the details of the final steps on the restructuring of Social Services. Program Manager Shirk provided a background on how it was identified there was a need for a Social Services Aide within the department.

Supervisor Byrne asked about backup material on how the Range and step was reached.

Program Manager Shirk reported they used the Vocational Assistant as a beginning range and added the additional duties.

Associate Planner, Lori Galvin, stated she felt it was not a clear representation of a entry level position.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Lori Galvin, Associate Planner
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

**4.b. CONSIDERATION/ACTION: Requesting to create the position of Supervising Nurse Case Manager I, Range 289: Step A-F; \$4,122 - \$5, 261. (Social Services)**

Program Manager, Patty Shirk, provided a background on the Supervising Nurse Case Manager I and education needed. Program Manager Shirk reported on how the position will assist the in-home support program, public guardian program and the child welfare program.

Supervisor Wills asked if this program is reimbursed through Social Services.

Program Manger Shirk stated Supervisor Wills is correct.

Program Manager/Fiscal Administrator, Laura Shinn, reported the department is able to obtain an enhanced federal participation rate with skilled professional medical personnel and will drawn down 75% federal dollars for this position.

Accounting Assistant II, Jenica Ott, stated the range was chosen by Director Crosby using what the County is already paying similar classifications. Ott provided a handout to the committee on the comparison of a PHN and a Supervising PHN.

Supervisor Byrne asked if the proposed position requires similar levels of education as a PHN which is being used as a comparison.

Ott stated Supervisor Byrne is correct.

Program Manager Shirk provided clarification on the education needed for this position.

Deputy Clerk Martinez asked if there was difficulty finding candidates to fill similar positions.

Ott stated Public Health has reported some difficulty with filling similar positions.



<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Tiffany Martinez, Deputy Clerk of the Board
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

**Handout provided at meeting on the - Supervising Nurse Case Manager I/II**

**4.c. CONSIDERATION/ACTION: Requesting to create the position of Supervising Nurse Case Manager II, Range 323: Step A-F; \$4,884 - \$6,233. (Social Services)**

Accounting Assistant II, Jenica Ott, reported the advancement procedure.

Supervisor Wills asked if the difference between a I and II is a Master's degree.

Ott reported a I is an Associates degree and a II is a Bachelors degree.

Program Manager Shirk stated a Nurse Case Manager II has the expectation to enter the job position with all the education needed.

Assistant Chief Administrative Office/ Chief Fiscal Officer, Pam Randall, stated a Supervising PHN is supervising other Nurses while a Supervising Nurse Case Manager II is supervising Social Worker and support staff.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Tiffany Martinez, Deputy Clerk of the Board
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

**11:53 a.m. Motion to recess for lunch and reconvene at 1:00 p.m.**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Tiffany Martinez, Deputy Clerk of the Board
<b>SECONDER:</b>	Lori Galvin, Associate Planner
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

**1:00 p.m. The meeting reconvened with Supervisor Byrne, Supervisor Wills, Associate Planner, Lori Galvin and Deputy Clerk of the Board Tiffany Martinez present.**

## 5. Probation Items

### 5.a. **CONSIDERATION/ACTION: Requesting to increase the Chief Probation Officer from Range 274: Step A-F; \$45, 900- \$58,572 to Range 375: Step-A-F; \$75,984 - \$96,984 annually. (Administrative Services)**

Assistant Chief Administrative Office/ Chief Fiscal Officer, Pam Randall, reported on the background of the Chief Probation Officer and how the proposed Range was selected.

Supervisor Byrne provided a background on the average of the department heads at a Step-A and stated she felt the proposed range is to high.

Deputy Clerk Martinez stated she removed the high, low and current salary comparison amount and then average the three remaining, the total averages to \$75,511.

Supervisor Byrne stated her proposed amount would be \$75,000.

Supervisor Wills stated he is aware the salary needs to be at a certain level to recruit and retain a Chief Probation Officer.

Deputy Clerk Martinez asked if Lassen County was a comparable county regarding case level and job duties.

Chief Probation Officer, Leo Fernandez, stated Lassen County has a larger case load and job duties.

Supervisor Byrne asked if they set the level at a Step-A can they offer a higher Step depending on qualifications and experience.

Randall stated setting the level at a step-A is possible but will need to be presented to the Board and Judge for final approval is a candidate is selected above a Step-A.

Supervisor Byrne suggested a Range of 375 and the committee concurred with her suggestion.

Deputy Clerk Martinez asked if there would be any stipends included at this range for the new Chief of Probation.

Chief Probation Officer Fernandez stated there would be no stipends.

It was recommendation by the committee to have all supporting material at least a week prior for review at the next meeting.

**The committee set a tentative deadline of November 4, 2016 for supporting materials and the next meeting on November 16, 2016 10:00 A.M.**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Tiffany Martinez, Deputy Clerk of the Board
<b>SECONDER:</b>	Lori Galvin, Associate Planner
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

### **Adjournment**

#### **Motion to adjourn**

Motion to adjourn the August 4, 2016 meeting.

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Geri Byrne, Supervisor
<b>SECONDER:</b>	Tiffany Martinez, Deputy Clerk of the Board
<b>AYES:</b>	Byrne, Wills, Galvin, Martinez
<b>AWAY:</b>	Cook, Valencia

The meeting was adjourned at 1:32 PM

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Tiffany A. Martinez  
Deputy Clerk of the Board

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Kathie Rhoads  
Chair, Modoc County Board of Supervisors