



# Board Agenda Item 33

DATE: November 4, 2025

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Salary Resolution Amendments

RECOMMENDED ACTION(S):

- 1. Approve Amendments to the Personnel Rules, Personnel Rule 4 - Selection Process, effective November 10, 2025, as reflected on Appendix "A";**
- 2. Approve Amendments to the Salary Resolution, Sections 100 and 600, effective November 10, 2025, as reflected on Appendix "A"**

There is \$182 in Net County Cost (NCC) associated with the recommended actions. Approval of the recommended actions would update Personnel Rule 4 - Selection Process, adjust the salary and update the unit designation for the Senior Public Health Microbiologist classification, update Salary Resolution Section 611.4 to reflect units Senior Management Supervisors (SMS) and Assistant Department Heads (ADH), and consolidate the retention pay footnotes. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the Personnel Rules and Salary Resolution would remain unchanged.

FISCAL IMPACT:

The total estimated full-year cost for this action is \$9,090; \$182 of which is NCC. The estimated cost for the remaining periods in FY 2025-26 is approximately \$6,126, of which \$123 is NCC. Sufficient appropriations will be included in Public Health's FY 2026-27 budget request.

DISCUSSION:

Human Resources staff conducted a review of the County's Personnel Rules and Salary Resolution to identify areas requiring clarification, updates, or alignment with current practices. Approval of the recommended actions would:

- Update Personnel Rule 4 - Selection Process to clarify language and modernize recruitment and selection procedures.
- Increase the salary of the Senior Public Health Microbiologist classification by 8% to restore appropriate separation between the Senior and subordinate levels and to maintain internal alignment within the series.
- Change the unit designation of the Senior Public Health Microbiologist classification from Unrepresented to Management, consistent with comparable positions.
- Update Salary Resolution Section 611.4 to reflect employees designated under SMS and ADH.

- Consolidate Salary Resolution Section 100 - Footnotes, Footnotes 5 and 6, both related to retention pay, into a single Footnote 5 to remove duplication.

These revisions will help strengthen the clarity and consistency of the County's Personnel Rules and Salary Resolution, facilitating consistent interpretation and application.

REFERENCE MATERIAL:

BAI #55, November 28, 2023

BAI #12, October 10, 2023

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "A"

CAO ANALYST:

Sevag Tateosian