



# Board Agenda Item 51

DATE: December 17, 2024

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources  
Bernice E. Seidel, Clerk of the Board of Supervisors

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

- 1. Approve Amendment to the Salary Resolution adjusting the salaries of the Deputy Clerk to the Board of Supervisors I/II/III/Senior and consolidating the classification series from the Deputy Clerk to the Board of Supervisors I/II/III/Senior to the Deputy Clerk to the Board of Supervisors I/II/Senior effective May 26, 2025, as reflected on Appendix "G"; and**
- 2. Approve Amendment to the Salary Resolution increasing the allocations of the Senior Deputy Clerk to the Board of Supervisors classification and establishing the new classification of Principal Deputy Clerk to the Board of Supervisors, effective May 26, 2025, as reflected on Appendix "G".**

There is an increase of \$39,609 in Net County Cost (NCC) associated with the recommended actions. Approval of the recommended actions adjusts the salaries of the Deputy Clerk to the Board of Supervisors I/II/III/Senior; consolidates the classification series; adjusts the allocations at the Senior level; and establishes the new classification of Principal Deputy Clerk to the Board of Supervisors.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the Deputy Clerk to the Board of Supervisors classification structure and salaries will remain unchanged.

FISCAL IMPACT:

There is an annual increase of \$39,609 in NCC associated with the recommended action. The total estimated cost for FY 2024-25 is approximately \$3,798, one hundred percent of which is NCC. Sufficient appropriations will be included in the impacted department's future budget requests.

DISCUSSION:

Approval of the first recommended action will adjust the salaries of the Deputy Clerk to the Board of Supervisors I/II/III/Senior and consolidate the classification series by deleting the Deputy Clerk to the Board of Supervisors I and adjusting the Deputy Clerk to the Board of Supervisors II/III, effective May 26, 2025.

Approval of the second recommended action will increase the allocations of the Senior Deputy Clerk to the Board of Supervisors classification and establish the new classification of Principal Deputy Clerk to the Board of Supervisors, effective May 26, 2025.

The Clerk of the Board is proposing these actions to benefit the operations of the Clerk of the Board's Office, the Board of Supervisors, and the County Administrative Office, while addressing increased expectations and workload, encouraging staff growth and retention in the Clerk of the Board's office, and aiding in the future recruitment and retention of candidates experienced and qualified to complete County Analyst-level duties.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "G"

CAO ANALYST:

Paige Benavides