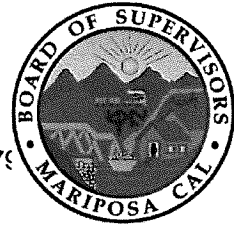




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



RESOLUTION - ACTION REQUESTED 2015-541

MEETING: November 17, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve New Salary Range for Deputy County Administrative Officer
Classification

RECOMMENDATION AND JUSTIFICATION:

Approve a new salary range for the Deputy County Administrative Officer ("Deputy CAO") classification.

In August of this year, former Deputy CAO resigned from the position with Mariposa County and took another position with another County. Since that time, the County Administrative Officer ("CAO") has been reviewing the Department's needs to determine how to best fill this vacant position.

After this review, the CAO has now determined to fill the vacant Deputy CAO position, but increase the classification's current salary range, in order to attract a wide and qualified pool of applicants.

The Deputy CAO position was surveyed in 2014 as part of a County-wide Salary Survey, and the consultant that performed the survey determined that the Deputy CAO classification was paid 41.63% less than the surveyed market median.

Staff supports increasing the salary for the vacant Deputy CAO classification given the knowledge, skills and abilities that are required of this job, the direct reporting relationship that this classification has to the CAO; the required contacts that this position will have with the Board of Supervisors, County staff and members of the public; the fact that this position will, as second in command in the CAO's Department, serve on the CAO's behalf in his or her absence, and the strong probability that this position will be part of a succession plan for the CAO position.

For these reasons, staff is recommending increasing the current annual salary range for this Deputy CAO classification from \$66,747.20-\$81,128.32 to \$73,570.64-\$89,425.44, which equates to an approximate 10 percent increase.

No changes are recommended to the Deputy CAO Job Description at this time.

Based on direction from the Board, staff will begin recruiting for the Deputy CAO position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has not yet taken an action regarding the Deputy CAO salary since the position became vacant in August, 2015.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board may consider setting a different salary range than that recommended by staff; or it may maintain the existing salary range for this classification.

FINANCIAL IMPACT:

There are sufficient salary savings from the currently vacant Deputy CAO position to fund this position at the higher salary level for the remainder of this fiscal year.

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO 11/11/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier