



County of Del Norte Board of Supervisors

Board Report

AGENDA DATE: July 23, 2024

TO: Del Norte County Board of Supervisors

FROM: Neal Lopez, County Administrative Officer, Heidi Kunstal, Director
Administration
981 H Street, Suite 210
Crescent City, CA 95531

SUBJECT: Discuss and approve Road Division classification range adjustments and revised job descriptions.

RECOMMENDATION FOR BOARD ACTION:

A.1) Approve range adjustments for the Road Division classifications as requested by the Director of the Community Development Department and as recommended by the County Administrative Officer in Attachment A; and 2) Approve the revisions to the attached Road Division classification (job) descriptions as requested by the Director of the Community Development Department and as recommended by the County Administrative Officer; and 3) authorize Human Resources to complete all necessary administrative tasks to reflect any action taken by the Board as requested by the County Administrative Officer.

B. **OR**, per Board direction on June 25, 2024, review and consider the Department memo and proposed revised staffing chart, classification (job) descriptions and range adjustments submitted to the County Budget Team in April 2024. This proposal is not recommended by the Director of the Community Development Department or the County Administrative Officer.**

DISCUSSION/SUMMARY:

Per Board Direction given at the June 25, 2024 meeting, before you today is a revised recommendation for range adjustments shown in Attachment A and classification descriptions attached, as requested by the Director of Community Development (Director). Also, per Board direction, the Director worked with the County Administrative Officer (CAO) to develop this revised recommendation presented to the Board, and as such, it is supported by the Director and the CAO.

In discussion with the Director and the Deputy Director, previously submitted requests for range adjustments, organizational structure adjustments which included eliminating the Senior Road Maintenance Worker position and classification (job) description revisions were not fully endorsed by the Director. As such, through subsequent discussions, the Director ultimately decided to keep the current structure intact and adjust ranges within the current structure as

an initial step to address vacancy rates in the Road Maintenance Worker series. The range adjustments in Attachment A and classification description revisions attached reflect this as well as the direction by the Board to increase the initial range adjustment approved at the June 25th meeting.

Also attached to this report is a spreadsheet submitted by the Director for the recommended range adjustments, and a spreadsheet prepared by the CAO that provides additional data that reflects biweekly and hourly wages prior to the June 25th approved range adjustment, the biweekly and hourly wages should the Board approve the recommended changes and the biweekly, and hourly wages as submitted in the April documents provided and also attached to this report, and a spreadsheet showing loaded hourly rates (i.e. salary and benefits) for Road Division positions compared to the hourly rates without these required additional costs for County employees that also must be considered when projecting increases.

Finally, attached is the April memo given to Supervisor Starkey and Supervisor Short prior to the June 25, 2024 meeting, which was included in Supervisor Borges' motion and action taken on the 25th to be provided for review by the whole Board at this meeting. The drafting of a proposal was initially assigned to a designee by the Appointing Authority (the Department Head or Director) in the CDD Department, but was rescinded by the Director soon after it was submitted. There are a number of reasons for this proposal not being submitted to the Board for consideration and why it is not supported by the Director or the CAO, which I have listed below.

- Most importantly, it was not endorsed/approved by the Appointing Authority (Director) as is required by the Budget Process (County Policy), essentially making this proposal invalid.
- The ranges requested are significantly inconsistent and outside the current staffing structure, which causes a ripple or domino effect on other County positions. Specifically, the proposed top end range is higher than six Assistant Department Heads, equal to another, and less than \$100 below two Department Heads.
- Similar to the bullet point above, this sets a precedent for other groups and other employees. The overall impact of range adjustments has to be considered. Whether one position is directly related to another or not, employees know where their position stands in the overall structure compared to others.
- The Director and Budget Team agreed to continue discussions about other approaches in dealing with the vacancy rates and retention at the Road Division. The conversations were ongoing, as was the budget process.
- The Director and Budget Team discussed that collective bargaining had already begun for DNMMG and will be starting as soon as next month for DNCEA/SEIU. Based on past agreements over a three-year period, wage adjustments are given each year. This was considered in recommending the range adjustments as well.
- The Board has approved a Countywide Compensation and Organizational Structural Analysis, which will provide applicable market data to make informed decisions in regard to range adjustments for County positions and structural changes needed based on available resources. The timeline for this work to be completed is 4-6 months. Although, as stated at the June 25th meeting, staff were not overly impressed with the last compensation analysis

completed in 2022, the Road Division positions are some of the easiest to find comparable data to. Most rural agencies we compare to have road or public works maintenance workers.

The 2022 study is the only management data available at this time, and Road Maintenance Worker positions were not determined to be out of market.

-In June 2021, the Board also approved out of contract range adjustments for the Road Division. Again, this was also considered when recommending adjustment in 2024.

-The Budget Team understands that vacancy rates, employee burnout, under market wages and retention are Countywide issues. Many departments, divisions and classifications are struggling with staffing issues. This complicates any range adjustments for specific groups of employees.

Lastly, DNCEA/SEIU Local 1021 have reviewed and endorsed the recommended request. DN Mid-Management Group has also reviewed the request and recommended changes, but did not confirm whether it was supported by them at the time of the agenda deadline.

ALTERNATIVES:

Not approve any range adjustments presented today.

FINANCING:

Road Fund.

OTHER AGENCY INVOLVEMENT:

DNCEA/SEIU and DNCMMG

STRATEGIC PLAN ALIGNMENT:

This Board of Supervisors' adopted Strategic Plan contains the following Focus Areas and Goals.

- Focus Area 1: County Staffing and Capacity (CSC)
- Focus Area 2: Infrastructure and Economic Development (IED)
- Focus Area 3: Law, Justice, and Homelessness (LJH)
- Focus Area 4: General Governance and Budget (GGB)

This item addresses the following Goals:

- GGB-1: Maintain Core Service Levels
- IED-1: Maintain or Improve County Facilities and Infrastructure
- CSC-2: Improve Recruitment Outcomes and Expedite Hiring Process
- CSC-3: Reduce Employee Turnover and Increase Retention

ATTACHMENTS:

1. Attachment A_FY24-25_Road Division Range Adj_07-23-24 (#1) (2)
2. Roads (CDD) 7-8-2024_from the Dept (#2) (2)
3. Roads Biweekly & Hourly Rates with Range Adj_(June 21 Range adj info) (#3) (2)
4. Road Division loaded rates at Step A (#4)
5. Road Maintenance Worker I (Rev 6.2024)_HK (#5) (1)

6. Road Maintenance Worker II _(Rev 6.2024)_HK (#6) (1)
7. Road Maintenance Worker III_(Rev 6.2024)_HK (#7) (1)
8. Senior Road Maintenance Worker_(Rev 6.2024)_HK (#8) (1)
9. Traffic Control Technician I.II_(Rev 6.2024)_HK (#9) (1)
10. Equipment Mechanic I.II_(Rev 6.2024)_HK (#10) (1)
11. Road Foreman (Rev2 6.2024)_HK (#11) (1)
12. Shop-Road Foreman (Rev2 6.2024)_HK (#12) (1)
13. Assistant Road Superintendent (Rev 6.2024)_HK (#13) (1)
14. Road Superintendent_ (Rev 6.2024)_HK (#14) (1)
15. Road Department Reclassification memo FY24-25 Rev 1 (#15) (1)
16. Road Department proposed staffing chart revision_04-10-24 (#16) (1)

APPROVALS:

Neal Lopez, County Administrative Officer
Samantha Burtch, Clerk of the Board

Approved - 7/18/2024
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