

SAN BENITO COUNTY DEPARTMENT HEAD SALARY PLAN

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I. PURPOSE

The purpose of this Department Head Salary Plan is to provide a system that aligns itself with the overall salary system for all county employees by providing an opportunity to advance within steps of a salary range based either on merit for appointed department heads or longevity for elected department heads. This system will be applied uniformly to all appointed department heads and all elected department heads respectively.

II. AFFECTED DEPARTMENT HEAD CLASSIFICATIONS

This program shall be applicable to the following department head classifications:

Appointed Department Heads

Agricultural Commissioner
Chief Probation Officer
County Administrative Officer
County Counsel
Director Behavioral Health
Director Health and Human Services Agency
Director Integrated Waste Management
Director Internal Services/Assistant County Administrative Officer
Director of Planning
Librarian
Public Works Director

Elected Department Heads

Assessor
Auditor/Clerk/Recorder/Registrar of Voters
District Attorney
Marshal
Sheriff
Tax Collector/Treasurer

III. DEPARTMENT HEAD SALARY SCHEDULE

Attached as Exhibit "A" is the salary schedule that will be applicable to both appointed and elected department heads and shall hereafter be referred to as the "Department Head Salary Schedule". This salary schedule consists of salary ranges and six salary steps from step A to step F. All department head salaries shall be governed by this salary schedule and individual department heads shall be placed at a specific salary range found on this schedule.

IV. COST OF LIVING (COLA) ADJUSTMENTS

At such time that the Board of Supervisors provides for a cost of living adjustment for appointed and elected department heads said adjustment shall be uniformly applied to all department heads by adjusting this schedule in its entirety and not adjusting individual salary ranges of department heads. (For example, if a cost of living increase of 2% is provided to department heads this entire salary schedule shall be adjusted by 2% with each department head remaining at his/her existing salary range.)

V. **ASSIGNMENT OF SALARY RANGES TO APPOINTED AND ELECTED DEPARTMENT HEADS (updated 10-3-2010 from PAFs)**

The following salary ranges shall be assigned to the appointed and elected department heads and reflects the existing salary placement of all department heads:

<u>Appointed Department Heads</u>	<u>Salary Range</u>
Agricultural Commissioner	35.4
Chief Probation Officer	36.5
County Administrative Officer (CAO)	43.8
County Counsel	43.1
Director Behavioral Health	38.0
Director Health and Human Services Agency	39.8
Director Integrated Waste Management	32.6
Director Internal Services/Assistant CAO	40.2
Director of Planning	39.2
County Librarian	32.3
Public Works Administrator	40.6

<u>Elected Department Heads</u>	<u>Salary Range</u>
Assessor	37.6
Auditor/Clerk/Recorder/Registrar of Voters	40.6
District Attorney	43.1
Marshal	2.1
Sheriff	42.3
Tax Collector/Treasurer	37.5

VI. **STEP INCREASES WITHIN A SALARY RANGE**

Department heads shall be eligible to move from one step to another within their assigned salary range based on the following:

Appointed Department Heads

Appointed department heads shall be eligible to move from one step to another at their annual anniversary date when their performance for that previous year merits it. It shall be the responsibility of the County Administrative Officer to evaluate the performance of each appointed department head based on pre-determined goals and objectives established between the County Administrative Officer and the respective department head with the exception of the County Counsel, Agricultural Commissioner and Chief Probation Officer.

Evaluations of the County Counsel and Agricultural Commissioner shall be conducted by the Board of Supervisors. The Supervisors may consult with the County Administrative Officer as part of their evaluation procedure. The evaluation of the Chief Probation Officer shall be conducted by the Presiding Judge of the Superior Court.

The ability of the County Administrative Officer to move from one step to another within his/her salary range shall be based on an evaluation of his/her performance by the Board of Supervisors on his/her annual anniversary date.

Elected Department Heads

Elected department heads shall move to the next step of his/her assigned salary range on the first pay period in January upon completion of one year of service in his/her elected office. Elected officials shall move from one step to another for each year of consecutive service until the final step is attained.

Newly elected department heads shall be placed on the A step of his/her assigned salary range upon taking office for the first time.

VII. IMPLEMENTATION OF DEPARTMENT HEAD SALARY PLAN

The following implementation procedures shall occur upon adoption of this plan by the San Benito County Board of Supervisors:

- a.) Appointed department heads whose anniversary date falls between the adoption date of this plan and July 1, 2008 shall be placed on the A step of their assigned salary range with the exception of the County Counsel who shall be placed on the B step of his/her salary range.
- b.) Appointed department heads whose anniversary date is between July 1, 2007 and the date of adoption of this plan shall be placed on the B step of their assigned salary range.
- c.) All elected department heads shall be placed on the B step of their assigned salary range upon adoption of this plan.

VIII. RESPONSIBILITY FOR ADMINISTRATION OF DEPARTMENT HEAD SALARY PLAN

It shall be the responsibility of the Director of Internal Services to administer this plan and maintain the provisions of this plan. Should there be a question of interpretation of the provisions of this plan it shall be the responsibility of the Director of Internal Services to decide the intent of the conditions set forth in this plan.

RESOLUTION NO. 2011 - 60

RESOLUTION OF THE SAN BENITO COUNTY BOARD OF SUPERVISORS REGARDING
COMPENSATION FOR THE UNREPRESENTED EMPLOYEE GROUPS

WHEREAS, the unrepresented employee groups are not represented by any employee organization or union and include the appointed department heads, confidential management employees, and confidential employees; and

WHEREAS, federal, state and local governments are confronted with a dire economic environment; and

~~WHEREAS, San Benito County is suffering from reduced revenues creating stress on the County's ability to maintain basic~~
county services to its residents; and

WHEREAS, it is necessary to institute measures to generate savings to the County budget that are unique and drastic; and

WHEREAS, the unrepresented employee groups are sensitive to the County's need to take these unique and drastic measures as an example of leadership for the entire County workforce.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors for San Benito County hereby adopts the following changes regarding compensation for the unrepresented employee groups effective July 1, 2011 through June 30, 2012:

1. There will be a moratorium on step increases. No employee will receive any regular or accelerated step advancement, nor shall employees be credited with time in toward step advancement during this period.
2. The County shall furlough employees for fiscal year 2011-2012 no more than fifteen (15) days in conjunction with a "smoothing" effect on payroll.
3. All other existing rights and benefits afforded to the unrepresented employee groups shall remain in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of

San Benito on the 25th day of January, 2011 by the following vote:

AYES:	SUPERVISORS:	BARRIOS DE LA CRUZ, BOTELHO, RIVAS, MUENZER
NOES:	SUPERVISORS:	NONE
ABSENT:	SUPERVISORS:	NONE
ABSTAIN:	SUPERVISORS:	NONE


Margie Barrios, Board Chair

APPROVED AS TO LEGAL FORM:
San Benito County Counsel

By: Lena J. Chaffee, Deputy
1/18/11

ATTEST:
Clerk of the Board, Denise Thome

By: Denise R. Thome

RESOLUTION NO. 2011 - 90

**RESOLUTION OF SAN BENITO COUNTY BOARD OF SUPERVISORS
AMENDING RESOLUTION 2011-6 REGARDING COMPENSATION FOR THE
UNREPRESENTED EMPLOYEE GROUPS TO PROVIDE THAT DEPARTMENT
HEADS OF NON-GENERAL FUND DEPARTMENTS SHALL BE EXEMPT FROM
MANDATORY FURLOUGHS**

WHEREAS, on January 25, 2011, the Board of Supervisors of the County of San Benito adopted Resolution No. 2011-6, attached hereto as Exhibit "A", which provided that the County shall furlough all unrepresented employees no more than fifteen (15) days in FY 2011-12, in conjunction with a "smoothing effect" on payroll;

WHEREAS, the Board of Supervisors of the County of San Benito previously determined that furloughs for represented employees (General Unit and Management Employees Group) within the non-general fund departments shall be voluntary and not mandatory during FY 2011-2012;

NOW, THEREFORE BE IT RESOLVED, that the San Benito County Board of Supervisors hereby amends Resolution No. 2011-6, as set forth below:

1. Those Department Heads employed by the County of San Benito in Behavioral Health, the Health and Human Services Agency, and Integrated Waste may voluntarily furlough up to fifteen (15) days in FY 2011-12, in conjunction with a smoothing effect on payroll, but such furloughs are not mandatory.

2. Affected Department Heads (hereinafter "Employee") choosing to furlough 15 days voluntarily during FY 2011-12 shall notify the Human Resources Division no later than October 14, 2011 and Employee's salary shall continue to be "smoothed" accordingly.

3. Each Employee must furlough the number of days in FY 2011-12 due to salary smoothing which has already occurred so as not to create a payment in excess of his or her normal compensation.

4. The smoothing effect shall continue for any Employee who has utilized more than the number of furlough days they were obligated to take off had the hours been prorated and accrued, until Employee's salary has been reduced to compensate for all furlough days already utilized after which Employee's salary may be adjusted to reflect Employee's specified furlough days for FY 2011-12.

PASSED AND ADOPTED by the San Benito County Board of Supervisors, State of California, at the meeting of said Board held on the 4th day of October 2011, by the following vote:

AYES: SUPERVISORS: BARRIOS, DE LA CRUZ, BOTELHO, RIVAS, MUENZER
NOES: SUPERVISORS NONE
ABSENT: SUPERVISORS NONE

BY: Margie Barrios
MARGIE BARRIOS, CHAIR
San Benito County Board of Supervisors

ATTEST:

APPROVED AS TO LEGAL FORM:

Denise R. Thome, Clerk of the Board

Matt Granger, County Counsel

By Denise R. Thome
Denise R. Thome
Clerk of the Board

Barbara Thompson
Barbara Thompson
Assistant County Counsel