



MARIPOSA COUNTY

Administration • 966-3222



RESOLUTION - ACTION REQUESTED 2019-47

MEETING: January 22, 2019

TO: The Board of Supervisors

MINUTE ORDER ATTACHED

FROM: Dallin Kimble, County Administrative Officer

RE: Approve a Salary Increase for the Assistant County Administrative Officer

RECOMMENDATION AND JUSTIFICATION:

Approve a Five Percent Salary Increase for the Assistant County Administrative Officer (\$115,500) Effective December 6, 2018.

In 2017, the Board of Supervisors established a salary range of \$98,500 - \$123,000 for the Assistant County Administrative Officer, which resides in the Executive Management classification. The position was vacant at the time.

The Assistant County Administrative Officer is an executive, at-will position without vesting rights or union representation. The position is not entitled to vacation or sick leave accrual, but receives the same healthcare, dental and vision and appropriate retirement benefits provided to other Executive Management members. Similar to all other members of the Executive Management classification, this position does not receive the State Disability Insurance benefit afforded other employees.

The Assistant County Administrative Officer has many director-level duties, primary responsibility for the County budget, and is expected to be proactive in promoting organization-wide innovation, developing long-term financial and strategic plans, increasing the county's ability to use data to make decisions, implementing new technology, directing administrative affairs, and so on.

Although a salary range has been approved for the Assistant CAO position, specific steps within the range have not been established. County classifications commonly contain five steps, typically a difference of about five percent each, which provide flexibility and allow progression in salary as employees become more proficient in their duties. Employees typically are required to work at least a year between steps.

The County's current Assistant County Administrative Officer, Leigh Westerlund, was hired on December 6, 2017, at a rate of \$110,000 per year. In negotiating the starting salary, the County Administrative Officer agreed to pursue five percent step increases after the first and second years contingent upon acceptable performance and in accordance with our standard procedure. Because steps were not established previously, Board action is required to approve these increases.

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Having performed a thorough review of the Assistant County Administrative Officer's performance, and with gratitude for the incumbent's significant contributions to the County, staff is recommending approval of a five percent salary increase for the Assistant County Administrative Officer effective on the employee's work anniversary, December 6, 2018. The increase will result in an annual salary of \$115,500. Sufficient dollars have been budgeted to accomplish this request.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board approved the Assistant County Administrative Officer classification with Resolution 2017-344 on June 6, 2017.

The salary range for the Assistant County Administrative Officer was established with Resolution 2017-551 on August 15, 2017.

The incumbent Assistant County Administrative Officer was hired on December 6, 2017. A performance appraisal conducted by the County Administrative Officer on December 3, 2018, concluded that all conditions for a step increase had been met by the incumbent.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board may choose not to approve this salary increase. Staff will require further direction from the Board.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey



COUNTY of MARIPOSA

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KEVIN CANN, VICE-CHAIR
ROSEMARIE SMALLCOMBE
MERLIN JONES
MARSHALL LONG**

**DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III**

MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO: DALLIN KIMBLE/County Administrative Officer; and KIMBERLY WILLIAMS/Human Resources Director

FROM: RENÉ LaROCHE/Clerk of the Board *RL*

SUBJECT: Approve a Five Percent Salary Increase for the Assistant County Administrative Officer (\$115,500) Effective December 6, 2018

RESOLUTION: 19-047

The following action was taken by the Mariposa County Board of Supervisors on **January 22 2019:**

G.6. Administration RES-2019-47

Approve a Five Percent Salary Increase for the Assistant County Administrative Officer (\$115,500) Effective December 6, 2018

Dallin Kimble gave the staff report. No public input. Supervisor Menetrey observed that this action puts this salary at a level above thirteen other executives. Supervisor Jones discussed past actions that were taken to create the salary tiers; advised that he does not want to see many more individual salary increases coming before the Board; and requested that all executive salaries be considered at one time. Mr. Kimble noted that he has spoken with the Human Resources Director regarding a larger review for the structure and the need for a comparative survey.

DIRECTION: Supervisor Jones requested that all executive salaries be considered in a single action in the future and not individually.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey