

THE BOARD OF SUPERVISORS  
OF THE COUNTY OF MADERA  
STATE OF CALIFORNIA

In the Matter of ) Resolution No.: 2023 - 002  
)  
COMPENSATION FOR COUNTY ) RESOLUTION AMENDING SALARY  
OFFICERS AND EMPLOYEES ) AND FRINGE BENEFIT SCHEDULES  
) TO PROVIDE NON-ELECTED  
) DEPARTMENT HEAD BENEFITS TO  
) ASSISTANT COUNTY  
\_\_\_\_\_ ) ADMINISTRATIVE OFFICER

**WHEREAS**, Section 2.60.165 of the Madera County Code authorizes, except as otherwise provided by State Law, the compensation of officers and employees of the County of Madera to be established by Resolution of the Board of Supervisors; and

**WHEREAS**, in December 2022, Resolution 2022-203 was adopted, thereby establishing the County of Madera salary and fringe benefit schedules; and

**WHEREAS**, in order to provide non-elected department head benefits to the unrepresented classification of Assistant County Administrative Officer Resolution, the 2022-203 must be amended.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Madera, a political subdivision of the State of California, that the following is, adopted:

1. The above Recitals are incorporated by reference and are made a substantive part of this Resolution.
2. Section 3 (B) of Resolution 2022-203 "Non-Elected Department Heads" is hereby amended as follows:

B. Fringe Benefits for Classified/Unrepresented Employees

Employees whose classifications are included within the Salary Schedule for Classified Employees and Peace Officer and Related Classifications, and whose classifications are designated as “Unrepresented” for collective bargaining purposes, shall be entitled to receive certain fringe benefits as indicated on the attached Fringe Benefit Schedule.

\*The unrepresented classification of Assistant County Administrative Officer shall be entitled to receive the same fringe benefits as indicated for Non-Elected Department Heads on the attached Fringe Benefit Schedule.

3. Except as otherwise amended, all other provisions of Resolution 2022-203 shall remain in full force and effect. This amendment to the Resolution shall take effect immediately.

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The foregoing Resolution was adopted this 3rd day of JANUARY, 2023,

by the following vote:

Supervisor Wamhoff voted: Yes

Supervisor Rogers voted: Yes

Supervisor Poythress voted: Yes

Supervisor Rodriguez voted: Yes

Supervisor Macaulay voted: Yes

David B. Rogers  
Chairman, Board of Supervisors



ATTEST:

Haven Schmitt

Clerk, Board of Supervisors

Approved as to Legal Form:  
COUNTY COUNSEL

James N.

By: McCann

Digitally signed by: James N.  
McCann  
DN: CN = James N. McCann  
email = jimccann@lozanosmith.  
com, C = AD O = Lozano Smith  
Date: 2022.12.22 14:39:27 -08'00'



# BOARD OF SUPERVISORS COUNTY OF MADERA

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Members of the Board  
Tom Wheeler  
Brett Frazier  
David Rogers  
Robert L. Poythress  
Leticia Gonzalez

The Board of Supervisors

January 10, 2023  
Chairman David Rogers

<b>DEPARTMENT</b> Human Resources Department	<b>DEPARTMENT CONTACT</b> Sabrina Mendez	<b>AGENDA ITEM</b> {{item.number}} <b>DISCUSSION ITEMS</b>								
<b>SUBJECT:</b> Reorganization of County Administration; Amend Classification Plan and Set Salary for Assistant County Administrative Officer	<b>REQUIRED VOTE:</b> 3/5 Vote Required	<b>DOC. ID NUMBER</b> 22-0993-01								
<b>STRATEGIC FOCUS AREA(S):</b> Employees										
<b>For Clerk of the Board's Office Use Only</b>										
<b>CLERK NOTES:</b> {{motions.text}}										
<table border="1" style="width: 100%;"> <tr> <td><b>RESULT:</b></td> <td>{{voting.status}} [{{voting.for_count}} TO {{voting.against_count}}]</td> </tr> <tr> <td><b>MOVER:</b></td> <td>{{motions.mover format="[[firstname]] [[lastname]], [[title]]"}}</td> </tr> <tr> <td><b>SECONDER:</b></td> <td>{{motions.seconder format="[[firstname]] [[lastname]], [[title]]"}}</td> </tr> <tr> <td><b>AYES:</b></td> <td>{{voting.for_names format="[[lastname]]"}}</td> </tr> </table>			<b>RESULT:</b>	{{voting.status}} [{{voting.for_count}} TO {{voting.against_count}}]	<b>MOVER:</b>	{{motions.mover format="[[firstname]] [[lastname]], [[title]]"}}	<b>SECONDER:</b>	{{motions.seconder format="[[firstname]] [[lastname]], [[title]]"}}	<b>AYES:</b>	{{voting.for_names format="[[lastname]]"}}
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Is this item Budgeted? Yes Will this item require additional personnel? Yes Previous Relevant Board Actions: ORD NO. 229C PowerPoint Presentation? No Supporting Documents: N/A	<b>DOCUMENT NO(S).</b>									

## RECOMMENDED ACTIONS:

Reorganization of the Department of County Administration.

- Second Reading** to adopt an Ordinance amending Chapter 2.24 of Title 2 pertaining to the Department of County Administration to include the assistant department head classification of Assistant County Administrative Officer and corresponding duties of the classification.
- Discussion and consideration to set the salary for Assistant County Administrative Officer at Range 401 of the Unrepresented Salary Chart (UB2 2020) \$10,548.48 - \$12,821.75 per month (\$126,581.78 - \$153,860.95 annually) as recommended by the Civil Service Commission.
- Discussion and consideration to adopt a Resolution amending Salary and Fringe Benefits Schedules Resolution to include the salary and fringe benefits associated with the classification of Assistant County Administrative Officer.



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4. Discussion and consideration to amend the County Administration Office organization chart.

## **DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:**

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After assessing the needs of County Administration, the County Administrative Officer, in conjunction with Human Resources, determined that a classification was needed within the department to assist with the oversight and management of the multiple divisions the department is responsible for.

On June 13, 2022, during the 2022-23 Fiscal Year Budget Hearings, the Board of Supervisors conceptually approved the reorganization of County Administration, including the creation of the classification of Assistant County Administrative Officer (ACAO) as identified in the attached County Administrative Office's org chart.

On November 29, 2022, the Civil Service Commission (Commission) took action to adopt the ACAO class specification. The ACAO will assist in the day-to-day operations of County Administration including oversight of its General Services, Risk Management, Grant Services, 311 Call Center and Purchasing and Finance Divisions.

The class specification approved by the Commission has been attached for your reference. The Commission designated the classification as overtime exempt, pursuant to the Fair Labor and Standards Act and the unit designation is Unrepresented.

The recommended salary is proposed to be set at Range 401 on the Unrepresented chart, which is currently the same salary range as the current Deputy County Administrative Officer – Legal/Risk and Deputy County Administrative Officer - Finance classifications. As the County is currently undergoing a county-wide classification and compensation study (Study), it was determined that the appropriate salary range for this classification should be established based on the recommendations from this Study.

Due to the county-wide scope of responsibility of the ACAO classification it is recommended to grant the unrepresented ACAO classification with the fringe benefits provided to a non-elected department head. The Salary and Fringe Benefits Schedule Resolution has been amended to include these fringe benefits for the ACAO classification.

### **FISCAL IMPACT:**

The department budget will have sufficient funds to cover the cost of adding this classification. The cost of this position will be offset by the unfunding of another position within the department, which will result in no net increase in salaries.





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## ATTACHMENTS

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1. Ordinance Amending Chapter 2.24 of Title 2
2. Assistant County Administrative Officer Class Specification
3. Resolution to Amend the Salary and Fringe Benefits Schedules
4. County Administration Org Chart