

**RESOLUTION OF THE BOARD OF SUPERVISORS
REGARDING CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR
ASSISTANT DEPARTMENT HEADS**

WHEREAS, upon adoption, this Resolution supersedes all prior adopted resolutions; and

WHEREAS, the County is setting forth salary and certain terms and conditions of employment for Assistant Department Heads.

NOW THEREFORE, BE IT RESOLVED:

1. COMPENSATION

- a. The salary schedule consists of seven (7) steps. There is five (5) percent (5.0%) between steps one (1) through five (5) and two and a half percent (2.5%) between steps five (5) through seven (7).
- b. Salaries are based upon merit. Employees advance steps upon completion of a satisfactory performance evaluation.
- c. Effective December 24, 2023, all classifications will receive a salary increase of three percent (3.0%). See Attachment A.
- d. Effective December 22, 2024, all classifications will receive a salary increase of three percent (3.0%). See Attachment A.
- e. Effective December 21, 2025, all classifications will receive a salary increase of three percent (3.0%). See Attachment A.
- f. An employee who is assigned to be on standby will receive fifty-five dollars (\$55.00) per standby shift. While on standby employees will remain within fifteen (15) minutes of their residence or at a location approved by their Department Head or designee and able to respond to duty within fifteen (15) minutes of being called to work.
- g. Employees who refer a new employee for County employment will receive a referral bonus of \$500 once the referred employee satisfactorily completes their probationary period or if they are exempt from a probationary period completion of twenty-six (26) pay periods of County service.

New employees who are employed after March 21, 2023, will receive a signing bonus of \$500 once they satisfactorily complete their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.

SISKIYOU COUNTY RESOLUTION
No. <u>24-11</u>

The referral and signing bonus policy expires on December 31, 2024.

2. RANGE ADJUSTMENTS

Effective December 24, 2023, miscellaneous classifications, except for the following, will receive a four (4) range adjustment, and safety classifications will receive a five (5) range adjustment:

- Assistant Tax Collector/Treasurer
- Deputy CAO-Personnel and Risk Management Officer
- Deputy CAO-Policy Procurement and Natural Resources Officer
- Deputy Director of Building
- Deputy Director of General Services
- Deputy Director of Planning
- Director of Public Health Division

3. BENCHMARK CLASSIFICATIONS

Benchmark classification salaries are set based on a benchmark classification and do not receive salary increases or range adjustments under this Resolution.

The Assistant Director of Child Support/Chief Attorney is benchmarked at fifteen (15) ranges above the Attorney IV.

The Assistant District Attorney and Assistant Public Defender is benchmarked at ten (10) ranges above the Chief Deputy District Attorney.

The Assistant County Counsel is benchmarked at twenty (20) ranges above the Chief Deputy County Counsel.

4. INSURANCE

a. Health Insurance

Medical Insurance – The County contracts for employees, dependents, retirees and their dependents medical insurance benefit plans through the CalPERS Public Employees Medical and Hospital Care Program.

The County contributes up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 4

Employee plus family	Note 1	Note 2	Note 5
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Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 85% of the employee-only Region 1 CalPERS Gold health plan plus 85% of the dental premium.

Note 4: The total benefit is equal to 85% of the employee plus one Region 1 CalPERS Gold health plan plus 85% of the dental premium.

Note 5: The total benefit is equal to 85% of the family Region 1 CalPERS Gold health plan plus 85% of the dental premium.

b. Retiree Medical and Dental Insurance

1. For employees hired before September 1, 2020, who maintain medical insurance through the County will receive reimbursement of insurance from the Auditor-Controller's Office equal to one-half of the employee-only CalPERS Region 1 Platinum premium minus the MEC.
2. For employees hired into County service after August 31, 2020, the County contribution to a retiree's health insurance premium is the minimum employer contribution required by CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA).
3. Employees hired before January 1, 2022, who retire from the County may maintain dental insurance at a cost to the retiree of twenty-five dollars (\$25.00) per month.
4. Employees hired after December 31, 2021, who retire from the County may maintain dental insurance for the employee-only at a cost of twenty-five dollars (\$25.00) per month.

c. Vision Insurance

The County provides vision insurance for employees and their dependents.

d. Life Insurance

The County provides employees with term life insurance in an amount equal to two (2) times the gross annual salary. A certain of this premium paid by the County may be considered taxable income and is reflected in the employees'

earnings statement for such purposes. Employees may, at their expense, purchase additional term life insurance coverage under the terms and conditions specified by the insurer.

e. Short-Term Disability Insurance

The County provides employees with Short-Term Disability Insurance. This benefit terminates on June 30, 2024.

f. Long-Term Disability Insurance

The County provides employees with Long-Term Disability Insurance. This benefit terminates on June 30, 2024.

g. State Disability Insurance

Effective January 1, 2024, the County will begin deducting State Disability Insurance (SDI) contributions from employees. Effective July 1, 2024, employees will be eligible for SDI.

5. DEFERRED COMPENSATION

a. The County contributes seventy dollars (\$70.00) per pay period to the employee's designated deferred compensation program.

b. If an employee contributes a minimum of fifty dollars (\$50.00) per pay to their deferred compensation account, the County will contribute an additional fifty dollars (\$50.00) per pay period to the employee's designated deferred compensation program.

PAID LEAVES

a. Vacation Accrual Limit

The maximum vacation accrual is 312 hours. Employees are allowed to accrue above their vacation accrual limits during the calendar year. Employees who, on the first full pay period in January of any year, exceed the vacation maximum of 312 hours, will not accrue additional vacation hours until the vacation balance is reduced to the limit allowed.

b. Administrative Leave

Employees accrue sixty (60) hours of administrative leave annually on January 1. Employees may cash out administrative leave. Payment will be processed during the pay period following receipt of the request. Employees hired during the calendar year will receive prorated administrative leave hours, with the

hours being rounded to the nearest one-third (4 months) of the year. Administrative leave will be cashed out annually on the final paycheck in December.

6. RETIREMENT BENEFITS

a. Miscellaneous Member Retirement

Employees hired before November 2, 2012, receive the 2% at 55 miscellaneous CalPERS formula with the one (1) year final average compensation period. These employees pay seven percent (7.0%) of the member contribution, on a pre-tax basis.

Employees hired after November 1, 2012, who are not classified as new members receive the 2% at 60 miscellaneous CalPERS formula with the three-year final average compensation period. These employees pay seven percent (7.0%) of the member contribution, on a pre-tax basis.

Employees hired after December 31, 2012, who are classified as new members receive the 2% at 62 miscellaneous CalPERS formula with the three-year final average compensation period. These employees pay one-half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

Retirement formulas have the following optional CalPERS retirement benefits:

- Sick Leave Service Credit
- Military Service Credit § 21024
- Non-Industrial Disability Standard
- Post-Retirement Death Benefits:
 - \$500 Lump Sum
- 2% Retirement COLA

b. Safety Member Retirement

Employees hired before February 5, 2012, receive the 3% at 50 safety CalPERS formula with the one (1) year final average compensation period. These employees pay nine percent (9.0%) of the member contribution, on a pre-tax basis.

Employees hired after February 4, 2012, who are not classified as new members receive the 3% at 55 safety CalPERS formula with the three-year final average compensation period. These employees pay nine percent (9.0%) of the member contribution, on a pre-tax basis.

Employees hired after December 31, 2012, who are classified as new members receive the 2.7% at 57 safety CalPERS formula with the three-year final

average compensation period. These employees pay one-half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

Safety retirement formulas have the following optional CalPERS retirement benefits:

- Sick Leave Service Credit
- Military Service Credit § 21024
- Non-Industrial Disability Standard
- Industrial Disability Standard
- Pre-Retirement Death Benefits:
 - 1959 Survivor Benefit Level 4
 - Special
- Post-Retirement Death Benefits:
 - \$500 Lump Sum
 - Survivor Allowance (PRSA)
- 2% Retirement COLA

7. PROFESSIONAL LICENSE FEES

The County reimburses employees for County-required professional license and bar fees. The County reimbursement covers licenses/certifications required by the County or the State. Optional or extra certifications requested to be covered may only be covered at the discretion of the department head in consultation with the Deputy County Administrator - Personnel and Risk Management Officer.

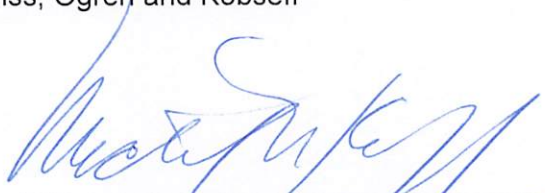
8. TERMS OF RESOLUTION

The term of this resolution is through December 31, 2026, or until the Board of Supervisors adopts a superseding Resolution.

SIGNATURES ON THE FOLLOWING PAGE

PASSED AND ADOPTED this 16th day of January 2024, by the Board of Supervisors of the County of Siskiyou by the following vote:

AYES: Supervisors Haupt, Valenzuela, Criss, Ogren and Kobseff
NOES: None
ABSENT: None
ABSTAIN: None



Michael N. Kobseff, Board Chair
Board of Supervisors

ATTEST:
Laura Bynum, County Clerk

By: 

Deputy

ASSISTANT DEPARTMENT HEAD RESOLUTION

ATTACHMENT A
Siskiyou County Salary Schedule

Salary Schedule through December 23, 2023

Class Specification Title	Range	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Treasurer/Tax Collector	UG082	EX	34.705	36.44	38.262	40.175	42.184	43.239	44.32
Deputy Director Of Environmental Health Services	UG099	EX	41.102	43.157	45.315	47.581	49.96	51.209	52.489
Assistant Auditor/Controller	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Assistant County Clerk	UG077	EX	33.02	34.671	36.405	38.225	40.136	41.139	42.167
Assistant District Attorney	UG138	EX	60.593	63.623	66.804	70.144	73.651	75.492	77.379
Deputy Director Of Planning	UG104	EX	43.198	45.358	47.626	50.007	52.507	53.82	55.166
Deputy Chief Probation Officer	UG083	EX	35.052	36.805	38.645	40.577	42.606	43.671	44.763
Assistant Public Defender	UG138	EX	60.593	63.623	66.804	70.144	73.651	75.492	77.379
Assistant Director Of Child Support/Chief Attorney	UG119	EX	50.153	52.661	55.294	58.059	60.962	62.486	64.048
Deputy Director Social Services Division	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Deputy Director Admin Services	UG096	EX	39.893	41.888	43.982	46.181	48.49	49.702	50.945
Director Of Social Services Division	UG126	EX	53.772	56.461	59.284	62.248	65.36	66.994	68.669
Deputy Director Of Road/Bridge Services	UG101	EX	41.928	44.024	46.225	48.536	50.963	52.237	53.543
Director Of Public Health Division	UG126	EX	53.772	56.461	59.284	62.248	65.36	66.994	68.669
Assistant Assessor-Recorder	UG092	EX	38.337	40.254	42.267	44.38	46.599	47.764	48.958
Assistant Chief Probation Officer	UG096	EX	39.893	41.888	43.982	46.181	48.49	49.702	50.945
Assistant County Counsel	UG158	EX	73.937	77.634	81.516	85.592	89.872	92.119	94.422
Undersheriff	UG125	EX	53.24	55.902	58.697	61.632	64.714	66.332	67.99
Deputy Director Of Public Health Division	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Clinical Director Of Behavioral Health Services	UG116	EX	48.677	51.111	53.667	56.35	59.168	60.647	62.163
Deputy Director Of Behavioral Health Division	UG114	EX	47.718	50.104	52.609	55.239	58.001	59.451	60.937
Deputy Director Of Public Health Education	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Deputy County Administrator Personnel & Risk Management Officer	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Deputy County Administrator Chief Fiscal Officer	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147

Deputy County Administrator Policy Procurement & Natural Resources Officer	UG111	EX	46.315	48.631	51.063	53.616	56.297	57.704	59.147
Deputy Director Of Building	UG104	EX	43.198	45.358	47.626	50.007	52.507	53.82	55.166
Deputy Director Of General Services	UG095	EX	39.498	41.473	43.547	45.724	48.01	49.21	50.44

Salary Schedule Effective December 24, 2023

Class Specification Title	Range	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Treasurer/Tax Collector	UG082	EX	\$35.746	37.533	39.410	41.380	43.450	44.536	45.650
Deputy Director Of Environmental Health Services	UG103	EX	\$44.053	46.256	48.569	50.997	53.548	54.887	56.259
Assistant Auditor/Controller	UG115	EX	\$49.641	52.123	54.729	57.466	60.339	61.848	63.394
Assistant County Clerk	UG081	EX	\$35.392	37.161	39.019	40.970	43.019	44.094	45.196
Assistant District Attorney	UG148	EX	\$68.941	72.388	76.008	79.809	83.799	85.894	88.041
Deputy Director Of Planning	UG104	EX	\$44.494	46.719	49.055	51.507	54.082	55.435	56.821
Deputy Chief Probation Officer	UG088	EX	\$37.946	39.843	41.836	43.927	46.123	47.277	48.459
Assistant Public Defender	UG148	EX	\$68.941	72.388	76.008	79.809	83.799	85.894	88.041
Assistant Director Of Child Support/Chief Attorney	UG138	EX	\$62.411	65.532	68.808	72.248	75.861	77.757	79.700
Deputy Director Social Services Division	UG115	EX	\$49.641	52.123	54.729	57.466	60.339	61.848	63.394
Deputy Director Admin Services	UG100	EX	\$42.758	44.897	47.141	49.498	51.973	53.272	54.603
Director Of Social Services Division	UG130	EX	\$55.956	\$58.75	\$61.69	\$64.78	\$68.02	\$69.72	\$71.46
Deputy Director Of Road/Bridge Services	UG105	EX	\$44.939	47.186	49.546	52.023	54.624	55.990	57.390
Director Of Public Health Division	UG126	EX	\$55.385	58.155	61.063	64.115	67.321	69.004	70.729
Assistant Assessor-Recorder	UG096	EX	\$41.090	43.145	45.301	47.566	49.945	51.193	52.473
Assistant Chief Probation Officer	UG101	EX	\$43.186	45.345	47.612	49.992	52.492	53.804	55.149
Assistant County Counsel	UG165	EX	\$79.270	83.234	87.396	91.766	96.354	98.763	101.232
Undersheriff	UG130	EX	\$55.956	58.754	61.692	64.777	68.016	69.716	71.459
Deputy Director Of Public Health Division	UG115	EX	\$49.641	52.123	54.729	57.466	60.339	61.848	63.394
Clinical Director Of Behavioral Health Services	UG120	EX	\$52.175	54.784	57.522	60.398	63.418	65.003	66.629
Deputy Director Of Behavioral Health Division	UG118	EX	\$51.146	53.703	56.388	59.207	62.168	63.722	65.315
Deputy Director Of Public Health Education	UG115	EX	\$49.641	52.123	54.729	57.466	60.339	61.848	63.394
Deputy County Administrator Personnel & Risk Management Officer	UG111	EX	\$47.704	50.090	52.595	55.224	57.986	59.435	60.921
Deputy County Administrator Chief Fiscal Officer	UG115	EX	\$49.641	52.123	54.729	57.466	60.339	61.848	63.394
Deputy County Administrator Policy Procurement & Natural Resources Officer	UG111	EX	\$47.704	50.090	52.595	55.224	57.986	59.435	60.921
Deputy Director Of Building	UG104	EX	\$44.494	46.719	49.055	51.507	54.082	55.435	56.821

Deputy Director Of General Services	UG095	EX	\$40.683	42.717	44.853	47.096	49.450	50.686	51.953
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Salary Schedule Effective December 22, 2024

Class Specification Title	Range	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Treasurer/Tax Collector	UG082	EX	\$36.819	38.659	40.592	42.622	44.753	45.872	47.019
Deputy Director Of Environmental Health Services	UG103	EX	\$45.375	47.644	50.026	52.527	55.154	56.533	57.946
Assistant Auditor/Controller	UG115	EX	\$51.130	53.687	56.371	59.190	62.150	63.704	65.296
Assistant County Clerk	UG081	EX	\$36.454	38.276	40.190	42.199	44.310	45.417	46.552
Assistant District Attorney	UG148	EX	\$71.009	74.560	78.288	82.203	86.313	88.471	90.682
Deputy Director Of Planning	UG104	EX	\$45.829	48.120	50.526	53.052	55.705	57.098	58.526
Deputy Chief Probation Officer	UG088	EX	\$39.085	41.039	43.091	45.245	47.507	48.695	49.913
Assistant Public Defender	UG148	EX	\$71.009	74.560	78.288	82.203	86.313	88.471	90.682
Assistant Director Of Child Support/Chief Attorney	UG138	EX	\$64.283	67.498	70.872	74.415	78.137	80.090	82.091
Deputy Director Social Services Division	UG115	EX	\$51.130	53.687	56.371	59.190	62.150	63.704	65.296
Deputy Director Admin Services	UG100	EX	\$44.041	46.244	48.555	50.983	53.532	54.870	56.241
Director Of Social Services Division	UG130	EX	\$57.635	60.517	63.543	66.720	70.056	71.807	73.603
Deputy Director Of Road/Bridge Services	UG105	EX	\$46.287	48.602	51.032	53.584	56.263	57.669	59.111
Director Of Public Health Division	UG126	EX	\$57.047	59.899	62.894	66.039	69.340	71.074	72.851
Assistant Assessor-Recorder	UG096	EX	\$42.322	44.439	46.661	48.993	51.443	52.729	54.048
Assistant Chief Probation Officer	UG101	EX	\$44.481	46.705	49.040	51.492	54.067	55.418	56.804
Assistant County Counsel	UG165	EX	\$84.097	88.303	92.719	97.355	102.222	104.778	107.397
Undersheriff	UG130	EX	\$57.635	60.517	63.543	66.720	70.056	71.807	73.603
Deputy Director Of Public Health Division	UG115	EX	\$51.130	53.687	56.371	59.190	62.150	63.704	65.296
Clinical Director Of Behavioral Health Services	UG120	EX	\$53.740	56.427	59.248	62.210	65.321	66.953	68.627
Deputy Director Of Behavioral Health Division	UG118	EX	\$52.680	55.314	58.080	60.984	64.033	65.634	67.275
Deputy Director Of Public Health Education	UG115	EX	\$51.130	53.687	56.371	59.190	62.150	63.704	65.296
Deputy County Administrator Personnel & Risk Management Officer	UG111	EX	\$49.136	51.593	54.173	56.881	59.725	61.218	62.749
Deputy County Administrator Chief Fiscal Officer	UG115	EX	\$51.130	53.687	56.371	59.190	62.150	63.704	65.296
Deputy County Administrator Policy Procurement & Natural Resources Officer	UG111	EX	\$49.136	51.593	54.173	56.881	59.725	61.218	62.749
Deputy Director Of Building	UG104	EX	\$45.829	48.120	50.526	53.052	55.705	57.098	58.526
Deputy Director Of General Services	UG095	EX	\$41.903	43.999	46.199	48.509	50.934	52.207	53.512

Salary Schedule Effective December 21, 2025

Class Specification Title	Range	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Treasurer/Tax Collector	UG082	EX	\$37.923	39.819	41.810	43.900	46.096	47.248	48.430
Deputy Director Of Environmental Health Services	UG103	EX	\$46.736	49.073	51.526	54.103	56.809	58.229	59.685
Assistant Auditor/Controller	UG115	EX	\$52.664	55.297	58.062	60.965	64.014	65.615	67.255
Assistant County Clerk	UG081	EX	\$37.547	39.424	41.396	43.465	45.639	46.780	47.949
Assistant District Attorney	UG148	EX	\$73.139	76.797	80.637	84.669	88.902	91.125	93.402
Deputy Director Of Planning	UG104	EX	\$47.204	49.564	52.042	54.644	57.376	58.811	60.281
Deputy Chief Probation Officer	UG088	EX	\$40.257	42.270	44.383	46.603	48.932	50.156	51.411
Assistant Public Defender	UG148	EX	\$73.139	76.797	80.637	84.669	88.902	91.125	93.402
Assistant Director Of Child Support/Chief Attorney	UG138	EX	\$66.211	69.523	72.998	76.647	80.481	82.493	84.554
Deputy Director Social Services Division	UG115	EX	\$52.664	55.297	58.062	60.965	64.014	65.615	67.255
Deputy Director Admin Services	UG100	EX	\$45.362	47.631	50.012	52.512	55.138	56.516	57.929
Director Of Social Services Division	UG130	EX	\$59.364	62.332	65.449	68.722	72.158	73.962	75.811
Deputy Director Of Road/Bridge Services	UG105	EX	\$47.676	50.060	52.563	55.191	57.951	59.400	60.885
Director Of Public Health Division	UG126	EX	\$58.758	61.696	64.781	68.020	71.421	73.206	75.036
Assistant Assessor-Recorder	UG096	EX	\$43.592	45.772	48.060	50.463	52.986	54.311	55.669
Assistant Chief Probation Officer	UG101	EX	\$45.816	48.106	50.511	53.037	55.689	57.081	58.508
Assistant County Counsel	UG165	EX	\$86.620	90.952	95.501	100.276	105.289	107.921	110.619
Undersheriff	UG130	EX	\$59.364	62.332	65.449	68.722	72.158	73.962	75.811
Deputy Director Of Public Health Division	UG115	EX	\$52.664	55.297	58.062	60.965	64.014	65.615	67.255
Clinical Director Of Behavioral Health Services	UG120	EX	\$55.352	58.120	61.026	64.076	67.280	68.962	70.686
Deputy Director Of Behavioral Health Division	UG118	EX	\$54.260	56.974	59.822	62.813	65.954	67.603	69.293
Deputy Director Of Public Health Education	UG115	EX	\$52.664	55.297	58.062	60.965	64.014	65.615	67.255
Deputy County Administrator Personnel & Risk Management Officer	UG111	EX	\$50.610	53.140	55.798	58.588	61.517	63.055	64.632
Deputy County Administrator Chief Fiscal Officer	UG115	EX	\$52.664	55.297	58.062	60.965	64.014	65.615	67.255
Deputy County Administrator Policy Procurement & Natural Resources Officer	UG111	EX	\$50.610	53.140	55.798	58.588	61.517	63.055	64.632
Deputy Director Of Building	UG104	EX	\$47.204	49.564	52.042	54.644	57.376	58.811	60.281
Deputy Director Of General Services	UG095	EX	\$43.161	45.319	47.585	49.964	52.462	53.773	55.117