

Title 03: Personnel

03.040: Salaries and Conditions of Employment¹

03.040.010: Personnel standards established.

The compensation of all county officers and employees, other than those officers whose compensation is fixed by state law, the positions of employees in each county department, the number, method of appointment and promotion of employees, the conditions of employment, a salary plan administration system, office hours, personnel classes, job descriptions and class specifications, salary ranges and steps and a general personnel policy which shall be applicable to all county departments and to all county officers and employees are established. (Ord. 804 § 1 (part), 1983.)

03.040.020: Schedule of salary ranges and steps

The board, by resolution, shall adopt and establish one or more schedules of salary ranges and steps for employees exempt from the overtime provision of the FLSA and one or more schedules of pay ranges and steps for employees not exempt from the overtime provisions of the FLSA, as deemed necessary. The schedule so adopted shall be applied to the personnel classes and position allocations in each county department, and the salary ranges and steps thereby established shall be applicable to all personnel employed by the county, except those officers whose compensation is fixed by state law and those officers and employees whose compensation is set at a fixed sum by the board. The schedule so established may be amended from time to time by resolution of the board. (Ord. 1086 § 1, 1997; Ord. 804 § 1 (part), 1983.)

03.040.040: List of personnel classes and salary ranges

The board, by resolution, shall adopt and establish a schematic "List of Personnel Classes and Salary Ranges" for each class of personnel employed by the county. The list so established may be amended from time to time by resolution of the board. (Ord. 804 § 1 (part), 1983.)

03.040.050: Position allocation list

The board, by resolution, shall adopt and establish a "Position Allocation List" for each department of county government. Such tabulation shall include the name of the department, the title of each position within the department, the number of each position in the department, and the auditor's budget unit number for the department. The list so established may be amended from time to time by resolution of the board. (Ord. 804 § 1 (part), 1983.)

03.040.060: Book of class specifications

The board, by resolution, shall adopt and establish a "Book of Class Specifications," which shall contain general descriptions and explanations of the type of work done by positions allocated to a particular class. Specifications shall be adopted for each of such classes of employment in county government as may be deemed advisable by the board. The Book of Class Specifications may be amended from time to time by minute order of the board. (Ord. 804 § 1 (part), 1983.)

03.040.070: Personnel policy

The board, by resolution, shall adopt and establish a "Personnel Policy," which shall provide for the administration and regulation of all county personnel, regulate the method of appointment and promotions of employees, personnel office hours, the conditions of employment, salary plan administration, and provide for the appointment and prescribe the duties and responsibilities of a county personnel committee. The Personnel Policy may be amended from time to time by resolution of the board. (Ord. 804 § 1 (part), 1983.)

03.060: Salaries of Department Heads and Non Represented Employees

03.060.020: Elected officials

In January of each year, the board of supervisors shall consider adjusting the salaries and benefits of elected officials of the county. Any adjustment in the compensation of members of the board of supervisors shall be done only by ordinance. (Ord 1043 § 1, (Part) 1994; Ord. 985 § 1, 1991; Ord. 951 § 2 (part), 1989; Ord. 823 § 2 (part), 1985.)

03.060.021: Salary range for members of the board of supervisors

As of April 10, 2006, the biweekly salary range for members of the board of supervisors of

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the County of Glenn shall be Range 245 with steps as follows:

Step A \$1,006.40
Step B \$1,056.80
Step C \$1,109.60
Step D \$1,164.80
Step E \$1,223.20

Each Supervisor in office on April 10, 2006, shall be placed at Step C of the range. The Chair of the board of supervisors shall receive an additional biweekly stipend of Fifty Dollars (\$50.00). (Ord. 1186 § 1, 2006.)

03.060.022: Adjustment of supervisors' salaries

Commencing on January 2, 2007, and on the second day of January of each year thereafter, the salary of all members of the board of supervisors shall be adjusted upward by one step on the range as established by section 3.06.021. Said salary adjustments for the supervisors shall not be effective until at least sixty (60) days after January 2, so as to comply with the provisions of Government Code section 25123.5. (Ord. 1186 § 2, 2006.)

03.060.023: Salary upon election of supervisors

Upon taking office, newly elected Supervisors shall be placed on the same Step as the defeated incumbent. (Ord. 1186 § 3, 2006.)

03.060.024: Salary upon election of department heads

Upon taking office, newly elected department heads shall be placed on the same Step as the defeated incumbent or on Step A if no incumbent was involved in the election. (Ord. 1186 § 4, 2006.)

03.060.030: Appointed department heads

In January of each year the board of supervisors shall consider adjusting the salaries and benefits of appointed department heads. (Ord. 1043 § 2, (Part) 1994; Ord. 985 § 2, 1991; Ord. 951 § 2 (part), 1989; Ord. 823 § 2 (part), 1985.)

03.060.040: Nonrepresented employees

Each year the board of supervisors, by resolution, may adjust the salaries and benefits of all employees of the county not represented by an established bargaining unit. The adjustment may be made pursuant to recommendations by the director of personnel. (Ord. 951 § 2 (part), 1989; Ord. 840 § 1, 1985; Ord. 823 § 2 (part), 1985.)

03.080: Employees' Retirement System²

03.080.010: Contract--authorized

A contract is authorized between the board of supervisors of the county and the Board of Administration, California State Employees' Retirement System, a copy of said contract being marked exhibit "A," and by such reference made a part hereof as though herein set out in full. (Ord. 269 § 1, 1948.)

03.080.020: Contract--execution

The chairman of the board is authorized, empowered, and directed to execute the contract mentioned in Section 3.08.010 for and on behalf of the county. (Ord. 269 § 2, 1948.)

03.080.030: Contract--amendments and additions authorized.

Amendments and additions to the contract between the board of supervisors of the county and the board of administration, public employees' retirement system, as shown on Exhibit A and by such reference made a part thereof as though set out in full in this chapter, are hereby authorized, and the chairman of the board of supervisors is empowered and directed to execute such amendments and additions for and on behalf of the county.

A. An amendment to the contract between the county and the board of administration, public employees' retirement system is authorized, a copy of said amendment being attached hereto, marked Exhibit A, and by such reference made a part hereof as though herein set forth in full. The chairman of the board of supervisors is authorized, empowered and directed to execute said amendment for and on behalf of the county.

(Ord. 729 § 1, 1979; Ord. 662, 1977.)

Title 03 Footnotes

1. Prior ordinance history: Ordinances. 506, 534 and 740.
Former Section 3.04.030 Schedule of Salary Ranges-Peace Officers was repealed by Ordinance 1086 Adopted June 1997.
2. For statutory provisions authorizing counties to participate in the state retirement benefit system by contract, see Gov. Code § 20450 et seq.