

AGENDA
SPECIAL BOARD MEETING
YECA GOVERNING BOARD
May 12, 2021 at 2:00 p.m

NOTICE OF TELECONFERRNCING IN COMPLIANCE WITH EXECUTIVE ORDER N-29-20

This meeting will be conducted via teleconference in accordance with Executive Order N-29-20. The meeting will be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before YECA Board of Directors. The following information can be utilized by the public who wish to attend and/or address the YECA Board of Directors and public comments can be made as set forth below:

Join Zoom Meeting by Computer

<https://zoom.us/j/94634860747>

Meeting ID: 946 3486 0747

+1 (669) 900-9128 US (San Jose)

1. Call to Order (2:00 P.M.)

2. Approval Agenda (2:05 P.M.)

3. Public Comments

THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY MATTER WHETHER OR NOT IT IS ON THE AGENDA. NO ACTION MAY BE TAKEN ON NON-AGENDA ITEMS UNLESS AUTHORIZED BY LAW. MEMBERS OF THE PUBLIC WHO WISH TO PROVIDE PUBLIC COMMENT MAY DO SO DURING THIS TIME BY VERBALLY STATING THAT THEY WISH TO MAKE A COMMENT. YOUR STATEMENT WILL BE NOTED AND YOU WILL THEN BE RECOGNIZED BY THE YECA CHAIR BOARD MEMBER. COMMENTS WILL BE LIMITED TO FIVE MINUTES PER PERSON, TWENTY MINUTES IN TOTAL

4. Action Items

- a. Proposed YECA Administration Division & Operations Restructure - *Voted Item

5. Adjournment

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before May 11, 2021 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yolo911.org/BoardCalendar2021.html>



Dena Humphrey, Executive Director

STAFF REPORT

Agenda Item: 4.a

Date: May 12, 2021

To: YECA Governing Board

From: Dena Humphrey, Executive Director

Subject: YECA Administration Division & Operations Restructure – *Voted Item

Summary:

The agency is preparing and planning for a vacancy within the HR/Fiscal Administrator position. After considering agency needs in succession planning and retaining vital skillsets needed in a small agency, making a change is necessary. Restructuring positions within the Administration division and Operations for a restructure will position the agency to retain specialized skillsets and aid with continuity.

The restructure entails using existing staff to absorb some of the duties of the HR/Fiscal Administration position, while reclassifying and creating a new position for Accountant II position and Operations Supervisor position. The following proposed positions would be assigned the following areas to absorb the loss of the HR/Fiscal Administrator position:

- Executive Director
 - Interim - absorb direct oversight of accounting duties
 - Continue oversight HR Personnel

- Deputy Director
 - Risk Management, Benefits, Leave management, and Payroll oversight
 - High level oversight of Operations

- Operations Supervisor *New Position
 - Daily Operations responsibilities
 - Reports to Deputy Director

- Dispatch Supervisor
 - No change
 - Reports to Deputy Director

- Accountant II *New Position
 - Accounting and Payroll
 - Reports to Executive Director

The cost savings of downgrading the HR/Fiscal Administrator position would help offset the costs of this restructure by \$38k fully loaded with salary and benefits. The proposed restructure costs would be absorbed within FY22 Budget; no additional funds would be needed to fund this restructure. As the agency will also realize a salary savings during the recruitment period.

This plan also entails using 1 FTE Dispatch Assistant vacancy to upgrade the position of the Operations Supervisor. This change would not increase the number of FTE's for the agency. The Operations Supervisor would oversee operations i.e., scheduling, training, performance, technical oversight, and represent the agency countywide on operational committees and meetings. This position would not have any direct reports. There would be an 8-month transitional period from assisting with direct dispatch duties to permanently moving full time into the Operations Supervisor position.

The agency is authorized 4 FTE Dispatch Supervisors, who's primarily focus is to ensure coverage, oversight, and to relieve Dispatch staff for breaks. They're scheduled to mirror a 24/7 coverage and they typically work 75% of their time in the room on a channel, leaving 25% of their time for administrative duties supervising eight employees, performing tasks, and researching inquiries.

This restructure is designed to increase agency institutional knowledge within a small agency:

- Full continuity of operations & administrative duties
- Plan for building future skillsets and cross training for succession planning
- Spread out job knowledge and responsibilities amongst staff

Summary of the overall proposed restructure:

Status	Position	Hourly Salary Range	FY22 Annual Difference	Top Step Projected FY24/25 Annual Difference	FLSA Status	Additional Benefit
Proposed	Deputy Director	\$52.71 - \$65.18	\$7,675	\$7,675	Exempt	N/A
Current	Operations Manager	\$50.07 - \$61.49			Exempt	
Proposed	Operations Supervisor	\$35.36 - \$45.59	\$37,211	\$41,725	Exempt	*40hrs Admin
Current	Dispatcher Assistant	\$21.11 - \$25.53			Non-Exempt	
Proposed	Accountant II	\$30.87 - \$37.53	(\$29,827)	(\$15,974)	Non-Exempt	N/A
Current	HR/Fiscal Administrator	\$39.04 - \$45.21			Exempt	
		Sub-Total	\$15,059	\$33,426		
Vacant Accountant II Salary Savings (3 mo)			(\$24,787)			
		TOTAL	(\$9,728)	\$33,426		

Upon Board approval, the following new agency salary schedule would be effective June 6, 2021, which includes the two new proposed positions to be in compliance with CalPERS regulations reflecting the full agency's salary schedule:

YECA Salary Scheule		Salary Range	
Effective June 6, 2021			
Revised May 12, 2021			
<hr/>			
<u>Position</u>		<u>Minimum</u>	<u>Maximum</u>
Dispatch Assitant	Hourly	\$21.11	\$25.53
Dispatcher I/II	Hourly	\$22.39	\$33.29
Dispatcher III	Hourly	\$34.96	\$36.37
Dispatch Supervisor	Hourly	\$35.36	\$43.42
Operations Supervisor	Hourly	\$35.36	\$45.59
IT Specialist	Hourly	\$31.71	\$38.55
System Administrator	Hourly	\$40.47	\$49.19
IT Manager	Hourly	\$50.65	\$59.84
Executive Director	Hourly	\$66.68	\$80.87
Deputy Director	Hourly	\$52.71	\$65.18
Sr. Administrative Specialist II	Hourly	\$21.26	\$26.05
Fiscal/Human Resources Administrator	Hourly	\$39.04	\$45.21
Accountant II	Hourly	\$30.87	\$37.53

Click below for the full job descriptions:

[Deputy Director](#)

[Operations Supervisor](#)

[Dispatch Supervisor](#)

[Accountant II](#)

FY21 & FY22 Proposed Position Table

Authorized Position Resolution

as of
05/10/2021

			Current				Proposed Final	
			FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Changes	FTE Auth & Funded
<i>Active Positions</i>		Effective						
1	Executive Director	2015	1	1		1		1
2	HR/Fiscal Administrator	2016	1	1		1	-1	0
3	Sr. Administrative Specialist II	2008	1	1		1		1
4	Operations Manager	2008	1	1		1	-1	0
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	26	24	2	26		26
7	911/Public Safety Dispatcher III	2006	4	3	1	4		4
8	Dispatch Assistant	2014	5	4	1	5	-1	4
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Systems Administrator	2018	1	1		1		1
13	Information Technology Specialist	2018	1	1		1		1
14	Accountant II	2021	0	0		0	1	1
15	Deputy Director	2021	0	0		0	1	1
16	Operations Supervisor	2021	0	0		0	1	1
Totals			46	42	4	46		46

Yolo Emergency Communications Agency

Proposed Organizational Chart

