

**RESOLUTION NO. 2023-166**

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS AUTHORIZING  
A SALARY SURVEY SCHEDULE AND PROCESS FOR APPOINTED DEPARTMENT  
HEADS, ASSISTANT DEPARTMENT HEADS AND UNREPRESENTED CHIEF  
DEPUTIES**

**Whereas**, the Board of Supervisors recognizes and values the work and specialized skills that elected and appointed department heads, assistant department heads and unrepresented chief deputies bring to County operations and public service; and

**Whereas**, the Board of Supervisors desires to authorize a process and a timeline for reviewing the salaries of appointed department heads, assistant department heads and unrepresented chief deputies; and

**Whereas**, the Salary and Personnel Resolution provides a process and a timeline to review elected department head salaries; and

**Whereas**, consistent with the process used for both elected department heads and unrepresented employees, the Board of Supervisors finds that a market-based salary survey is a fair and appropriate way to review appointed department heads, assistant department heads and unrepresented chief deputies' salaries; and

**Whereas**, the Board of Supervisors by Resolution 2015-200 and Resolution 2019-176 previously authorized, but did not direct, the Director of Human Resources to maintain a percentage-based wage separation between the salaries of specified county job classifications, including elected and appointed department heads, assistant department heads and unrepresented chief deputies, which can result in salaries inconsistent with market rates.

**Resolved**, the Board of Supervisors rescinds subsections 4a, 4c and 4d of Resolution 2015-200 and subsections 4a, 4c and 4d of Resolution 2019-176 concerning wage separation; and

**Resolved**, the Board of Supervisors authorizes the Director of Human Resources to conduct a salary survey of appointed department heads, assistant department heads, and unrepresented chief deputies every four years in January, beginning January 2024, and present the survey to the Board for informational purposes and/or action; and

**Resolved**, the Board of Supervisors retains the right at any time to change compensation review periods and/or methodologies and other terms and conditions of employment for elected department heads, appointed department heads, assistant department heads and unrepresented Chief Deputies subject to any applicable legal limitations.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on July 25, 2023 by the following vote:

AYES: SUPERVISORS Hannigan, Brown, Mashburn, and Chair Vasquez

NOES: SUPERVISORS None

EXCUSED: SUPERVISORS Williams

  
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JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BILL EMLLEN, Clerk  
Solano County Board of Supervisors

By:   
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Alicia Draves, Chief Deputy Clerk