



AGENDA ITEM NO.

C-6

COUNTY OF HUMBOLDT

For the meeting of: June 2, 2015

Date: May 20, 2015

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources *df.*

Subject: APPROVAL OF REVISED JOB CLASS DESCRIPTION AND SALARY RANGE ASSIGNMENT FOR RISK MANAGER AND RESOLUTION TO AMEND COMPENSATION PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the updated/revised job class description for Risk Manager (class 0700, unit 08) and reduce the assigned salary range for Risk Manager from 514 to 469; and
2. Adopt Resolution No. 15-56 (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2014-15 to include the reassigned salary range for Risk Manager,

effective immediately.

SOURCE OF FUNDING: Risk Management Fund, BU 359

Prepared by: Ron Halverson, Assistant Director of Human Resources

CAO Approval *Amey Wilson*

REVIEW:

Auditor *MSM*

County Counsel *KR*

Human Resources *df.*

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Lovelace, Fennell, Bohn*

Nays _____

Abstain _____

Absent *Bass*
and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *June 2, 2015*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION: The job class of Risk Manager is an existing single position management job class which has been vacant since the retirement of the previous Risk Manager in June 2011. With the merger of Risk Management and Personnel in July of 2012, the overall responsibility of County risk management was shifted to the Director of Human Resources. However, the day-to-day operations and services provided by Risk Management have been largely under the lead of Senior Human Resources Analyst – Risk Management, Kelly Vizgaudis. The revised job description for Risk Manager removes the overall responsibility for the direction of Risk Management Services, as well as removes budget development and management responsibilities. Under the revised job description, the Risk Manager will work under the direction of the Director of Human Resources (who will provide the overall direction of risk management programs and activities) to provide the day-to-day leadership and management necessary to coordinate and implement the County's risk management, casualty, property, workers' compensation, occupational and industrial safety, benefit programs and other related programs. The revised job description for Risk Manager is consistent with the duties and responsibilities that have been performed by Ms. Vizgaudis since the merger of Personnel and Risk Management in July 2012.

With the Board's approval of the revised job description for Risk Manager, it is the intent of Human Resources, with Board approval through the budget process for FY 2015-16, to reallocate the Senior Human Resources Analyst – Risk position (class 0690, salary range 448, position 01) in budget unit 359, currently occupied by Ms. Vizgaudis, to Risk Manager. These actions will effectively reclassify Ms. Vizgaudis to Risk Manager, effective the beginning of the first pay per period in FY 2015-16.

Because the revised job description for Risk Manager reduces the overall scope and responsibilities for the position, the salary range recommended for this position is revised to 469 (22.5% wage decrease from the current assigned salary range for this class of 514).

FINANCIAL IMPACT: The recommended actions will have no financial impact in FY 2015-16, as there is not a current allocation for Risk Manager. The estimated annual increased costs for FY 2015-16 are \$10,979. These costs are a result of the reallocation of the Senior Human Resources Analyst – Risk position to Risk Manager. Risk Management is a "closed-end" appropriation budget. All costs associated with Risk Management budgets are cost allocated to appropriate County departments as an expense. The increased costs have been included in the proposed Human Resources budget for FY 2015-16.

The above recommended Board actions support the Board's Strategic Framework by providing for and maintaining infrastructure and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to not approve the above recommendations to revise the job class description and reassigned salary range for Risk Manager, and direct staff at your pleasure.

ATTACHMENTS: Revised job class description for Risk Manager

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of June 2, 2015

RESOLUTION NO. 15-56

RESOLUTION AMENDING RESOLUTION NO. 14-93 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED OFFICIALS)

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

WHEREAS, on November 14, 2014, the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County officials; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 14-93 to establish the salary for certain classifications.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Attachment I to Exhibit A of Resolution No. 14-93, effective June 2, 2015 (See Attachment I).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: June 2, 2015



ESTELLE FENNELL, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Lovelace, seconded by Supervisor Sundberg, and the following vote:

| | | |
|----------|-------------|-----------------------------------|
| AYES: | Supervisors | Sundberg, Lovelace, Bohn, Fennell |
| NAYS: | Supervisors | -- |
| ABSENT: | Supervisors | Bass |
| ABSTAIN: | Supervisors | -- |

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of June 2, 2015

RESOLUTION NO. 15-56

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|---|-------------------------------------|
| 0606 | Accountant/Auditor I | 385 |
| 0606 | Accountant/Auditor II | 407 |
| 0605 | Administrative Analyst I | 405 |
| 0605 | Administrative Analyst II | 436 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board I | 368 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board II | 388 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board III | 408 |
| 0166 | Administrative Secretary | 349 |
| 0775 | Administrative Services Manager | 438 |
| 0776 | Administrative Services Officer | 413 |
| 0102 | Administrative Support Manager to the BOS/Clerk of the Board | 436 |
| 0617 | Airport Manager | 448 |
| 0624 | Assistant Agricultural Commissioner/ Sealer Weights and Measures | 444 |
| 0646 | Assistant Auditor-Controller | 479 |
| 0474 | Assistant Chief Probation Officer | 479 |

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0408 | Assistant Coroner-Public Administrator | 433 |
| 0601 | Assistant County Administrative Officer | 558 |
| 0109 | Assistant County Clerk | 416 |
| 0603 | Assistant County Counsel | 560 |
| 0116 | Assistant County Recorder | 393 |
| 0142 | Assistant Dir. of Child Support Services | 490 |
| 0922 | Assistant Dir. of Psychiatric Nursing | 482 |
| 0651 | Assistant Director of Human Resources | 502 |
| 0655 | Assistant Director of Library Services | 475 |
| 0650 | Assistant Director - Administration Health & Human Services | 555 |
| 0649 | Assistant Director- Programs Health & Human Services | 555 |
| 0616 | Assistant District Attorney | 540 |
| 0108 | Assistant Payroll/Position Control Manager | 383 |
| 0625 | Assistant Public Defender | 536 |
| 0677 | Assistant Public Guardian | 404 |
| 0682 | Assistant Treasurer & Tax Collector | 479 |

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0303 | Associate Engineer | 470 |
| 0117 | Budget Specialist | 432 |
| 0608 | Business Manager | 432 |
| 0198 | CAO Project Manager | 479 |
| 0613 | Chief Appraiser | 465 |
| 0838 | Chief Building Official | 497 |
| 0680 | Child Support Special Programs Coord. | 414 |
| 0942 | Clinic Physician (extra help only) | \$116.97/hr |
| 0852 | Compliance and Quality Assurance Administrator | 469 |
| 0437 | Correctional Captain | 475 |
| 0419 | Correctional Lieutenant | 461 |
| 0207 | County Surveyor | 472 |
| 0759 | Departmental Information Systems Supervisor | 440 |
| 0620 | Deputy Assessor | 472 |
| 0618 | Deputy Auditor-Controller | 479 |
| 0931 | Deputy Branch Director | 517 |
| 0599 | Deputy County Administrative Officer | 514 |

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0600 | Deputy County Counsel I | 421 |
| 0600 | Deputy County Counsel II | 454 |
| 0600 | Deputy County Counsel III | 487 |
| 0600 | Deputy County Counsel IV | 519 |
| 0438 | Deputy Director - Sheriff's Administration | 479 |
| 0554 | Deputy Health Officer | \$10,653/mo |
| 0315 | Deputy Planning Director | 497 |
| 0300 | Deputy Public Works Director | 506 |
| 0307 | Deputy Public Works Director - Environmental Services | 484 |
| 0200 | Deputy Public Works Director - Facilities Management | 492 |
| 0301 | Deputy Public Works Director - General Services | 475 |
| 0619 | Development Assistance Manager | 479 |
| 0510 | Director of Environmental Health | 493 |
| 0932 | Director of Psychiatric Nursing | 493 |
| 0508 | Director of Public Health Nursing | 493 |
| 0638 | Economic Development Coordinator | 459 |

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SALARY RANGE FOR
 MANAGEMENT AND CONFIDENTIAL CLASSES
 UNITS 8 AND 9
 ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0634 | Economic Development Specialist | 436 |
| 0119 | Elections Manager | 438 |
| 0193 | Emergency Services Manager | 418 |
| 0699 | Employee Relations Officer | 473 |
| 0851 | Employment and Training Manager | 483 |
| 0202 | Equipment Superintendent | 433 |
| 0103 | Executive Assistant to the CAO | 370 |
| 0167 | Executive Secretary | 368 |
| 0181 | Executive Secretary-Children & Family Commission | 368 |
| 0253 | Facility Maintenance Manager | 422 |
| 0252 | Facility Maintenance Supervisor | 389 |
| 0184 | Fiscal Officer | 413 |
| 0174 | Fiscal Services Supervisor | 385 |
| 0545 | Health & Human Services - Mental Health Branch Director | 536 |
| 0818 | Health & Human Services - Social Services Branch Director | 536 |

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|---|-------------------------------------|
| 0544 | Health & Human Services - Public Health Branch Director | 536 |
| 0814 | Health and Human Services - Deputy Director-Employee Services | 512 |
| 0817 | Health and Human Services - Deputy Director-Finance | 512 |
| 0816 | Health and Human Services - Deputy Director-Information Services | 512 |
| 0840 | Health Officer-Medical Director | \$86.09/hr |
| 0645 | Housing and Assistance Coordinator | 436 |
| 0697 | Human Resources Analyst - Risk I | 408 |
| 0697 | Human Resources Analyst - Risk II | 436 |
| 0684 | Human Resources Analyst I | 408 |
| 0684 | Human Resources Analyst II | 436 |
| 0699 | Human Resources Technician I | 357 |
| 0699 | Human Resources Technician II | 386 |
| 0380 | Information Systems Supervisor | 440 |
| 0417 | Investigator | 422 |
| 0413 | Investigator (Code Enforcement) | 436 |
| 0644 | IT Applications Analyst Supervisor | 460 |

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|---------------------------------------|-------------------------------------|
| 0131 | IT Division Director | 512 |
| 0645 | IT Systems Supervisor | 446 |
| 0482 | Juvenile Corrections Facility Manager | 423 |
| 0815 | Legal Accounting Specialist | 368 |
| 0683 | Legal Analyst | 436 |
| 0197A | Legal Office Assistant I | 296 |
| 0197B | Legal Office Assistant II | 316 |
| 0134 | Legal Office Business Manager | 451 |
| 0143 | Legal Office Services Manager | 413 |
| 0139 | Legal Secretary I | 327 |
| 0139 | Legal Secretary II | 346 |
| 0652 | Library Division Manager | 452 |
| 0902 | Medical Director | 711 |
| 0905 | Medical Records Manager | 456 |
| 0169 | Office Assistant I | 278 |
| 0169 | Office Assistant II | 299 |
| 0186 | Office Assistant III | 320 |

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| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0118 | Office Services Supervisor | 372 |
| 0452 | Paralegal I | 338 |
| 0452 | Paralegal II | 357 |
| 0938 | Payroll/Personnel Specialist | 346 |
| 0941 | Payroll/Personnel Supervisor | 378 |
| 0113 | Payroll/Position Control Manager | 413 |
| 0336 | Permit Supervisor | 442 |
| 0151 | Personnel Assistant | 314 |
| 0609 | Personnel Technician | 357 |
| 0937 | Physician/Psychiatrist | 680 |
| 0930 | Physician/Psychiatrist (extra help only) | 727 |
| 0687 | Policy and Legislative Manager (MSS) | 469 |
| 0475 | Probation Division Director | 443 |
| 0425 | Program Coordinator | 418 |
| 0934 | Program Manager | 483 |
| 0747 | Program Manager I | 483 |
| 0750 | Program Manager II | 493 |

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UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0146 | Public Education and Information Manager (MSS) | 460 |
| 0842 | Public Guardian | 440 |
| 0512 | Public Health Lab Director | 508 |
| 0516 | Public Health Lab Manager | 475 |
| 0195 | Public Information Specialist | 405 |
| 0129 | Public Works Dispatcher | 339 |
| 0915 | Quality Management Coordinator | 456 |
| 0620 | Real Property Manager | 463 |
| 0700 | Risk Manager | 469 |
| 0201 | Road Superintendent | 428 |
| 0175 | Secretary | 333 |
| 0605 | Senior Administrative Analyst Trainee | 377 |
| 0605 | Senior Administrative Analyst | 459 |
| 0665 | Senior Buyer | 370 |
| 0598 | Senior Deputy County Counsel | 534 |
| 0123 | Senior Fiscal Assistant | 351 |
| 0539 | Senior Health Program Manager | 433 |

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UNITS 8 AND 9
ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|--|-------------------------------------|
| 0690 | Senior Human Resources Analyst - Risk | 448 |
| 0138 | Senior Legal Secretary | 368 |
| 0110 | Senior Office Assistant | 346 |
| 0685 | Senior Payroll/Personnel Specialist | 356 |
| 0928 | Senior Program Manager - Mental Health | 493 |
| 0929 | Senior Program Manager - Public Health | 493 |
| 0394 | Senior Staff Services Manager | 450 |
| 0182 | SSB Secretary II (MSS class) | 349 |
| 0729 | Staff Services Analyst I | 405 |
| 0729 | Staff Services Analyst II | 436 |
| 0396 | Staff Services Analyst III | 438 |
| 0395 | Staff Services Manager | 440 |
| 0389 | Staff Services Specialist (M&C) | 362 |
| 0612 | Supervising Appraiser | 443 |
| 0610 | Supervising Attorney | 536 |
| 0614 | Supervising Auditor-Appraiser | 447 |
| 0364 | Supervising Child Support Attorney | 536 |

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ADOPTED 11-14-14

| CLASS NUMBER | CLASS | AMENDED SALARY RANGE 06-02-15 |
|-----------------|-------------------------------|-------------------------------------|
| 0114 | Supervising Legal Secretary | 378 |
| 0681 | Supervising Planner | 460 |
| 0470 | Supervising Probation Officer | 423 |
| 0674 | Supervising Tax-Collector | 377 |
| 0171 | Supervising Treasurer | 377 |
| 0672 | Veterans Service Officer | 377 |

RISK MANAGER

DEFINITION

Under direction, plans, organizes and administers comprehensive risk management, loss control and benefit programs and provides oversight in support of the financial and risk management activities and functions of the County; analyzes, develops and recommends new and improved risk management procedures and programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This management class is responsible for the day-to-day coordination and implementation of the County's risk management, casualty, property, workers' compensation, occupational and industrial safety, benefit programs and other related programs under the direction of the Director of Human Resources, of which the latter has responsibility for the overall direction of risk management programs and activities. This class has considerable latitude for decision-making and independent judgment.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates and administers comprehensive risk management, loss control, and benefit programs; assists in preparing program budgets; administers program budgets.
- Negotiates with brokers and reviews policy language to ensure maximum insurance coverage with the most favorable terms and costs.
- Coordinates with other County departments regarding development, implementation and administration of the Affordable Care Act (ACA).
- Directs the surveys of County facilities, programs and operations to determine hazards, liability and to evaluate insurable risks; directs the development and evaluation of safety programs, fire prevention systems, fire protection programs, and hazardous material identification and disposal programs.
- Develops and reviews contracts, leases and purchase documents for proper coverage limits, financial requirements, hold harmless clauses, insurance provisions and other conditions that limit exposure to loss.

- Provides direction and programmatic development for and coordination and implementation of special risk management programs and projects to meet the needs of the County.
- Evaluates, administers and directs workers' compensation programs, liability claims and unemployment programs.
- Assists in developing cost allocations to apply to other departments for insurance programs; monitors cost and recommends adjustments to the allocation plan as needed.
- Identifies problems, determines analytical approach, researches and analyzes information; provides technical assistance to others on risk management related matters.
- Coordinates with the County Counsel regarding legal aspects of potential liability and on claims litigation; maintains liaison with County departments and provides consultation on risk management problems.
- Collects and maintains financial and other data, analyzes data, and using collected data prepares a variety of reports and recommendations.
- Participates in the hiring of staff; trains staff in department procedures; evaluates employee performance, counsels employees and effectively recommends disciplinary and other personnel actions.
- Analyzes current legislation and its potential implications for the County.
- May negotiate and administer consultant contracts to obtain special information and advice.
- Maintains cost and loss histories on County departments; maintains program records and prepares reports, correspondence and other written materials.
- May appear before the Board of Supervisors to present reports and make recommendations.
- Writes specifications for the purchase of insurance, recommends purchases and serves as liaison with the companies.
- May make presentations to County or public groups; governmental agencies, boards and commissions, auditors, the public and others.
- Conducts and coordinates contract negotiations for special services and drafts contracts for Board of Supervisors approval.
- May act as a backup to the Director of Human Resources on risk management related matters when assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of risk management and asset protection programs relating to general and financial liability protection.

Requirements and techniques for developing, implementing and administering self-insurance plans.

Administrative principles and methods, including goal setting, program development and implementation, budgeting and employee supervision.

Laws and regulations relating to risk management, asset protection and workers' compensation programs.

Principles and practices of governmental and fund accounting.

Policies and procedures regarding insurance processing and control.

Employee benefit administration and financing principles and techniques, including program planning, implementation and administration.

Statistical and financial analysis and record keeping principles and practices, including computerized record keeping and report generating techniques.

Skill in:

Planning, directing, and reviewing the work of others.

Directing and coordinating the work of third-party program administrators and adjustors.

Analyzing insurance policy provisions to determine the existence and extent of liability.

Analyzing, classifying and rating risks, exposure and loss expectancies.

Researching, interpreting and evaluating varied data.

Using sound independent judgment within established guidelines.

Maintaining accurate records and preparing clear and concise reports, correspondence and other written materials.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in public or business administration, accounting or a related field, and two years of experience administering risk management, workers' compensation, occupational health and safety and/or similar programs which included budget administration and three years of supervisory or lead experience in a public agency.