



COUNTY OF HUMBOLDT

For the meeting of: 11/13/2018

File #: 18-1302

To: Board of Supervisors

From: Planning and Building Department

SUBJECT:

Reallocation of Positions within the Planning and Building Department's Advanced Planning Budget Unit

RECOMMENDATION(S):

That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator position (salary range 421, class 1425) in budget unit 282 effective upon approval; and approve the deallocation of the Housing and Community Programs Specialist position (salary range 368, class 0647) in budget unit 282.

SOURCE OF FUNDING:

The positions will continue to be funded with state and federal grant funds and General Fund (1100).

DISCUSSION:

The Planning and Building Department is requesting authority to reallocate the Housing and Community Program Specialist to a Program Coordinator because job duties better reflect the needs of the department.

The department continues to pursue housing and other grants and needs a person who can assist in securing grant funding, manage the grant budgeting and reporting, and manage the \$22 million housing loan portfolio (including homebuyer and fix-up program). Through the allocation of the Program Coordinator position and the deallocation of the Housing and Community Programs Specialist the department will be better able to attract an experienced grant manager. This is an action that was envisioned as part of the departmental organization in 2017, but there was an incumbent in the position. This person has left the county and the position can now be reallocated to address the departmental needs.

FINANCIAL IMPACT:

The reallocation of the Housing and Community Programs Specialist to a Program Coordinator position will increase annual salary and benefit costs by \$18,154.43, or \$9,077 for the remaining of FY 2018-19. Due to salary savings, this will have no net impact on the overall salary and benefit costs budgeted in the current fiscal year. In FY 2019-20, salary and benefit costs will be included in the proposed budget with reimbursement sought through state and federal grant revenues.

The item before the Board supports the Board's Strategic Framework by managing resources to ensure sustainability and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to disapprove the reallocation. This is not recommended as it will inhibit the capacity of the department to attract qualified employees with the skills necessary to meet the evolving needs of Planning and Building.

ATTACHMENTS:

Memo from Human Resources

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

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Meeting of: N/A