



COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

File #: 22-310

To: Board of Supervisors

From: Probation

Agenda Section: Consent

SUBJECT:

Allocation of 1.0 Full-time Equivalent (FTE) Administrative Services Officer (class 0776) (salary range 453)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of an additional 1.0 FTE Administrative Services Officer (class 0776) (salary range 453) to the Probation Department in budget unit 235, effective immediately.

SOURCE OF FUNDING:

Community Corrections Performance Incentive Allocation (1100-235-6019)

DISCUSSION:

Over the past several years, Humboldt County Probation has experienced a marked increase in administrative workload due to the volume of new programs, new legislation, new grant opportunities, and changes to county process as well as the demands of managing the impacts of a large construction project and now an abatement and additional construction project. These duties have been split up amongst directors, managers and analysts. Upon objective review of workloads and department need, it has become apparent that an additional position is necessary in order to shoulder the work of managing projects and administrative programs. Some examples of the duties this position will be: supervision of department administrative analyst positions, application administration of software programs, IT liaison duties, contract development, project coordination/management, training program support, and support of executive management team.

FINANCIAL IMPACT:

The salary range for Administrative Services Officer is \$60,112 - \$77,147 annually. The total anticipated annual cost of salaries and benefits for this position is not anticipated to exceed \$134,000 annually. Sufficient funds exist in the form of salary savings in fiscal year 2021-22 to cover the increased wage cost through the end of the fiscal year without necessitating a supplement budget. This allocated position will be included in the Probation Department budget submission for fiscal year 2022-23 and funded through the Humboldt County Probation Community Corrections Performance

Incentive Allocation. There is no impact to the general fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could opt not to approve this additional staffing allocation to the Probation Department however that is not recommended. Due to increased workload demands this position is needed in order to properly oversee the multiple programs and initiatives that are in progress within Probation at any given time. At present, these duties are falling on management and administrative staff, and it is detracting from their ability to focus on their core job responsibilities.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A