



COUNTY OF HUMBOLDT

For the meeting of: 10/7/2025

File #: 25-1156

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Correction of the Planning and Building Department Personnel Allocations by Approving the Allocation of 1.0 Full Time Equivalent (FTE) Executive Secretary and the Deallocation of 1.0 FTE Senior Office Assistant Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Executive Secretary (classification # 0163, position # 01, salary range 392) in Budget Unit 277, effective July 1, 2025; and
2. Approve the deallocation of 1.0 full time equivalent (FTE) Senior Office Assistant position (classification # 0135, position #01, salary range 366) in Budget Unit 277, effective July 1, 2025.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

On March 11, 2025, your Board approved the reclassification of the Senior Office Assistant position to an Executive Secretary position held by Gerald "Trip" Giannini. However, when the Fiscal Year 2025-26 department budget was presented, the personnel allocations did not reflect this action.

Upon approval by your Board, this item will authorize Human Resources and County Payroll to correct Mr. Giannini's position allocation.

SOURCE OF FUNDING:

277 Current Planning permit fees

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY25-26	FY26-27 Projected*	FY27-28 Projected*
<i>Budgeted Expenses</i>	<u>\$87,215.00</u>	<u>\$91,068.00</u>	<u>\$95,621.40</u>
<i>Additional Appropriation Requested</i>			
<i>Total Expenditures</i>	\$87,215.00	\$91,068.00	\$95,621.40

**Projected amounts are estimates and are subject to change.*

Funding Sources (1100262 Building, 269 Code Enforcement, 277 Current Planning, 282 Long Range Planning)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
General Fund	<u>\$87,215.00</u>	<u>\$91,068.00</u>	<u>\$95,621.40</u>
State/Federal Funds			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	<u>\$87,215.00</u>	<u>\$91,068.00</u>	<u>\$95,621.40</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The salary is paid out of Current Planning budget 277, however some administrative costs are split across four Planning and Building budget units, as the position's primary function is responding to public records requests, which includes all budgets. The action of correcting the personnel allocation will not require additional appropriations as the cost for the correct position were included in the Fiscal Year 2025-26 budget, and the employee has been receiving the correct pay even with the incorrect personnel allocation.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
<i>Senior Office Assistant</i>	2770135-01	C	0	1.0
<i>Executive Secretary</i>	2770163-01	C	1.0	0

Narrative Explanation of Staffing Impact:

Approval of the allocation of 1.0 FTE Executive Secretary and deallocation of 1.0 FTE Senior Office Assistant will have no net impact on the total number of positions allocated.

OTHER AGENCY INVOLVEMENT:

Human Resources, Auditor-Controller (Payroll)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could decide not to approve this allocation and deallocation request, however that is not recommended as the previous action by your Board already supports the request.

ATTACHMENTS:

1. Staff Report from March 11, 2025

PREVIOUS ACTION/REFERRAL:

Meeting of: 3/11/2025

File No.: 25-258