



# COUNTY OF HUMBOLDT

For the meeting of: 12/13/2022

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File #: 22-1618

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Position allocation modification for the County Administrative Office - IT Division.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the amended and retitled job specification of IT Security Officer (salary range 519, class 0290), replacing IT Security Analyst III, into the Comprehensive Compensation Schedule and Classification Summary effective December 25, 2022.
2. Approve the reallocation of 1.0 full-time equivalent (FTE) IT Security Analyst III (salary range 519, class 0290) in Fund 3550, budget unit (BU) 118, Information Technology, currently vacant, to a 1.0 FTE IT Security Officer (salary range 519, class 0290), effective December 25, 2022.
3. Adopt the Resolution (Attachment 1) approving the amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for Management & Confidential Employees and the Comprehensive Compensation Schedule and Classification Summary effective December 25, 2022 (Attachment 2).

**SOURCE OF FUNDING:**

County Administrative Office - Information Technology Fund (3550).

**DISCUSSION:**

Koff & Associates, a Human Resources consulting firm, conducted a classification review of the IT Security Analyst III position. The review was undertaken to thoroughly evaluate the appropriateness of the classification for this position. The County of Humboldt Human Resources Department has received and reviewed Koff & Associates' detailed reports, and it is evident that the current classification of IT Security Analyst III does not adequately address the job duties needed by the County as it is currently written. After careful consideration of the data, Koff & Associates has recommended that the County reclassify the IT Security Analyst III to an IT Security Officer.

To ensure that the County of Humboldt is investing in County employees, the Human Resources Department recommends that we implement the recommendations put forth by Koff & Associates. Our

recommendations are that your board approves the reallocation of:

- 1.0 full-time equivalent (FTE) IT Security Analyst III (salary range 519, class 0290) in Fund 3550, budget unit (BU) 118, Information Technology, currently vacant, to a 1.0 FTE IT Security Officer (salary range 519, class 0290), effective December 25, 2022.

FINANCIAL IMPACT:

There is no financial impact as the salary range for the position is remaining the same.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

N/A.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocation modifications for the County Administrative Office.

ATTACHMENTS:

Attachment 1: Resolution No \_\_\_\_\_ Approving the Amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for Management & Confidential Employees.

Attachment 2: 2022-12-25 Comprehensive Compensation Schedule and Classification Summary.

Attachment 3: Job Specification for IT Security Officer.

PREVIOUS ACTION/REFERRAL:

Board Order No.: 22-03

Meeting of: 01/04/2022

File No.: 22-12 and 22-19