



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2025

File #: 25-130

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Reallocation of 1.0 full time equivalent (FTE) Legal Office Services Manager (AFSCME) to 1.0 FTE Legal Office Services Manager (M&C)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of the Legal Office Services Manager (Job Class 0133, Salary Range 429, 1.0 FTE, Position 01, Bargaining Unit 003) in, Budget Unit (BU) 221, occupied by Veronnica Dellis, to a Legal Office Services Manager (M&C) (Job Class 0143, Salary Range 463, FTE 1.0, Position 01, Bargaining Unit 008) in BU 221, (Attachment #1) effective the first full pay period following board approval; and
2. Reclassify Veronnica Dellis from a 1.0 full time equivalent (FTE) Legal Office Services Manager (AFSCME) (Classification # 0133, Position # 01, Salary Range 429) in Budget Unit 221, to a 1.0 FTE Legal Office Services Manager (M&C) (Classification # 0143, Position # 01, Salary Range 463) in Budget Unit 221, effective the pay period following board approval.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

The Human Resources Department conducted a classification review of the following classification: Legal Office Services Manager, which is currently occupied by Veronnica Dellis.

The review was undertaken to thoroughly evaluate the appropriateness of this classification and the duties performed by the incumbent. The Human Resources Department has reviewed the Position Description Questionnaire for Legal Office Services Manager as well as the organizational chart for the allocation of budget unit 221. Based upon Human Resource's review it is evident that the incumbent is performing duties beyond the scope of their current classification as it is currently written.

The Human Resources Department compared the duties performed by the incumbent to those currently occupying similar

classifications, in addition to organizational charts detailing the scope of supervision under Veronnica Dellis and those occupying similar classifications, and considered the future salary increases for the respective classifications put forth in the Management & Confidential Compensation Plan. The current incumbent has oversight of the Records Division of the Sheriff's Office and direct supervision of over 9 staff. In review, Human Resources noted that unlike the Legal Office Services Manager (AFSCME) classification, the incumbent has significant authority to formulate and administer departmental policies and programs, which is reflected in the Legal Office Services Manager (M&C) classification. After careful consideration of the data, The Human Resources Department recommends that the Board approve the reallocation of 1.0 FTE Legal Office Services Manager (AFSCME), occupied by Veronnica Dellis, to 1.0 FTE Legal Office Services Manager (M&C).

SOURCE OF FUNDING:

General Fund (1100-221362 Records Division)

FINANCIAL IMPACT:

Expenditures (1100, 221362)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Budgeted Expenses	<u>\$110,127</u>	<u>\$113,430</u>	<u>\$116,833</u>
Additional Appropriation Requested	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	<u>\$110,127</u>	<u>\$113,430</u>	<u>\$116,833</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (1100, 221362)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
General Fund	<u>\$110,127</u>	<u>\$113,430</u>	<u>\$116,833</u>
Total Funding Sources	<u>\$110,127</u>	<u>\$113,430</u>	<u>\$116,833</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

The annual salary and benefits for a 1.0 FTE Legal Office Services Manager (AFSCME) Step E is \$105,037. The annual salary and benefits for a 1.0 FTE Legal Office Services Manager (M&C) Step C is \$110,127. The proposed action will increase the annual salary and benefits by \$5,090 annually. This increase will be covered in budget 1100-221362 by the anticipated decrease in overtime cost due to the reclass as the employee will now be considered exempt from overtime compensation. An appropriation transfer from overtime to salaries will be submitted if this action is approved.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
<i>Legal Office Services Manager (AFSCME).</i>	221-0133-01	E	0	1.0
<i>Legal Office Services Manager (M&C)</i>	221-0143-01	C	1.0	0

Narrative Explanation of Staffing Impact:

There is no impact to the total number of FTE's. This is a reclass of an existing position. There is no other anticipated staffing impact from this reclass.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to adopt these retitled and amended classifications, however, this is not recommended.

ATTACHMENTS:

File #: 25-130

Attachment 1 - Job Classification Specification for Legal Office Services Manager

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A