



COUNTY OF HUMBOLDT

For the meeting of: 6/15/2021

File #: 21-752

To: Board of Supervisors

From: Probation

Agenda Section: Consent

SUBJECT:

Reclassification of Probation Senior Fiscal Assistant Position to Fiscal Assistant I/II

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate 1.0 FTE Senior Fiscal Assistant (0124) (salary range \$17.73-\$22.75/hr.) position in the Probation Budget Unit 235; and
2. Allocate 1.0 FTE Fiscal Assistant I/II (0177) (salary range \$13.81-\$20.18/hr.) position in the Probation Budget Unit 235.

SOURCE OF FUNDING:

General Fund 1100-235

DISCUSSION:

Over the past few years, the fiscal workload of Humboldt County Probation has steadily increased as fiscal procedures county-wide changed under the guidance of a new Auditor-Controller. Eventually the workload became too heavy for just the two Senior Fiscal Assistant positions which at the time comprised the entire Probation Department Fiscal Unit. In response to this increased workload, Probation budgeted for a third position in the Fiscal Year (FY) 2020-21. The third position was allocated as a Fiscal I/II in order to create a hierarchy of responsibility within the unit and allow the Division Director the ability to bifurcate duties into Senior and non-Senior levels of responsibility.

Upon review of duties, it is the opinion of the Chief Probation Officer and Administrative Support Division Director that the duties of the unit and needs of the Department would be better met with 2.0 Fiscal Assistant I/II classifications (0177) and 1.0 Senior Fiscal Assistant classification (0124). The second Senior Fiscal Assistant position was occupied until recently when the staff member took a promotional opportunity with another County department. With the position currently vacant, Probation is seeking to post the recruitment as an underfill (advertising it as a Fiscal Assistant I/II) and asks your Board to deallocate the 1.0 FTE Senior Fiscal Assistant position in Budget Unit 235 and allocate a 1.0 Fiscal Assistant I/II position in its place.

FINANCIAL IMPACT:

The reclassification from Senior Fiscal Assistant to Fiscal Assistant I/II will result in salary savings of approximately \$8,153 in Budget Unit 235. The budget for FY 2021-22 has already been submitted with 2.0 FTE Senior Fiscal Assistant positions so there is no adjustment necessary and no impact to the General Fund.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to approve this reclassification in which case Probation will proceed with filling the vacancy as it is currently classified.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A