



COUNTY OF HUMBOLDT

For the meeting of: 11/13/2018

File #: 18-1449

To: Board of Supervisors

From: Public Works

SUBJECT:

Position Reallocation for Public Works' Senior Planner

RECOMMENDATION(S):

That the Board of Supervisors approve the reallocation of the Senior Planner (salary range 448, class 0660, position 01) in budget unit 289, currently occupied by Cybelle Immitt, to the class of Natural Resources Planning Manager (salary range 460, class 0309, position 01), and reclassify Ms. Immitt accordingly, effective the beginning of the biweekly pay period immediately following approval.

SOURCE OF FUNDING:

Natural Resources Division Fund 1720, Budget Unit 289

DISCUSSION:

At the request of Public Works, Human Resources initiated a classification review for the Senior Planner position occupied by Cybelle Immitt. Ms. Immitt's duties include managing and coordinating the North Coast Resource Partnership and Humboldt County Fire Safe Council programs. Human Resources retained Koff and Associates to determine if this position was appropriately classified based on the employees' duties and responsibilities. The findings and recommendations from the classification review are documented in the attached report. Koff and Associates concluded that the class specification for Senior Planner no longer adequately reflects the current duties and responsibilities of the position, and recommended that the position be reallocated to Natural Resources Planning Manager. Human Resources concurred with these recommendations. On October 9, 2018, the Board of Supervisors adopted the classification of Natural Resources Planning Manager into the classification plan and approved an amendment to the Compensation Plans for Management & Confidential Employees (Agenda Item C-7).

FINANCIAL IMPACT:

The additional costs for the remainder of Fiscal Year 2018-19 for the reallocation of the Senior Planner position to Natural Resources Planning Manager will be approximately \$5,054. The proposed action will have negligible effect on the General Fund because the affected employee works primarily in a grant-based budget unit. The General Fund funds approximately 0.2 percent of the Natural Resources Planning budget. The approved budget for Fiscal Year 2018-19 can accommodate these increased costs through anticipated savings in Services and Supplies. The Proposed Budget for Fiscal Year 2019-20 will be developed to include the ongoing salary expense associated with the reallocation of this position. Public Works believes this reallocation is the most cost-effective means of ensuring that the duties and responsibilities continue to be performed.

Approving this recommendation will support the Board's Strategic Framework by providing for and maintaining infrastructure, creating opportunities for improved safety and health, and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the reallocations of the position and the reclassification of Ms. Immitt. However, this alternative is not recommended because it will have a negative impact on the department's ability to meet the needs of the community and fulfill its commitments to the North Coast Resource Partnership and Humboldt County Fire Safe Council.

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ATTACHMENTS:

Classification Review

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-7

Meeting of: 10/9/2018