



# COUNTY OF HUMBOLDT

For the meeting of: 1/30/2024

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File #: 24-37

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** Majority

SUBJECT:

Position Allocation Modification for Library to Deallocate 1.0 Full-Time Equivalent (FTE) Executive Secretary and Allocate 1.0 FTE Administrative Services Officer

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Administrative Services Officer (class 0776, salary range 463) in budget unit 1500-621 effective the first pay period following approval ; and
2. Approve the deallocation of 1.0 FTE Executive Secretary (class 0167, salary range 418) in budget unit 1500-621 effective the first pay period following approval.

SOURCE OF FUNDING:

Library Fund 1500-621

DISCUSSION:

Over the past four years, working with Human Resources and MRG Consulting, library leadership has worked on restructuring the library's administrative team to create a better framework for library operations and provide appropriate capacity to provide staff support. Human Resources and MRG recommends this allocation of the Administrative Services Officer to strengthen the library's efforts in marketing and public relations, negotiations, mediation, financial management of the library; facilities management; information technology management, trend analysis, change management, building organizational culture, and navigating issues concerning employee ethics and confidentiality.

The Administrative Services Officer will increase the library's capacity to manage projects, identify new revenue streams, administer grants, analyze data, look for efficiencies, write reports, assist with budget preparation, supervise administrative staff, and create presentations and press releases for media. Staff recommend the allocation of 1.0 FTE Administrative Services Officer (class 0776, salary range 463) in budget unit 1500-621 and deallocation of 1.0 FTE Executive Secretary (class 0167, salary range 418) in budget unit 1500-621, effective the first pay period following approval.

**FINANCIAL IMPACT:**

**Narrative Explanation of Financial Impact:**

The annual salary and benefits associated with the request to deallocate 1.0 FTE Executive Secretary at Step E is \$62,873. The annual Salary and benefits associated with the request to allocate 1.0 FTE Administrative Services Officer at Step 1A is \$63,188. The estimated salary and benefits increase is \$315. There are sufficient funds to cover the increased salary and benefits from salary savings in the Library budget (1500-621) due to vacancies in fiscal year ( FY ) 2023-24.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Administrative Services Officer	6210776-01	Step 1A	#1	
Executive Secretary	6210167-01	Step E		#1

**Narrative Explanation of Staffing Impact:**

The restructuring of this position will improve the leadership and administration structure at the library. Increasing the capacity of this position will allow the library to diversify its programs and services, improve library communications, and increase its ability to identify efficiencies and analyze data.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 4.4 - Attract and retain the best county employees

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could deny this request for approval to modify the position, however this is not recommended as it would not provide the necessary capacity to foster library development.

**ATTACHMENTS:**

N/A

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A