



HUMAN RESOURCES
COUNTY OF HUMBOLDT

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www.humboldt.gov.org/Job-Opportunities

Date: November 16, 2022

To: Connie Beck, Director- Department of Health and Human Services

From: Bethany Hubbard, Human Resources Analyst

Subject: Classification Review of Staff Services Manager for Vonnie Fierro.

At the request of your office, Human Resources conducted a classification review of the Staff Services Manager position currently occupied by Vonnie Fierro. The review was requested for the purposes of evaluating the appropriateness of the classification for this position.

Based upon review of the Position Description Questionnaires prepared by Vonnie Fierro and subsequently submitted by your office, the Human Resources Department has determined that the Staff Services Manager position currently held by Vonnie Fierro would be more appropriately classified as a Program Manager II.

As a Staff Services Manager, Ms. Fierro has been performing duties that are beyond the scope of her current classification. Her primary duties and responsibilities include oversight of multiple units, which includes the Special Projects Unit, Contract Unit, Procurement, and General Services and Facilities. The current incumbent has direct supervision over 6 staff and indirect supervision over 50 staff. In review, Human Resources noted that unlike the Program Manager I classification, the incumbent has oversight over multiple service types and units, which is reflected in the Program Manager II classification.

This increase in the number of units supervised and the degree of direct and indirect supervision over staff has transformed her position from an administrative support role to that of program management. Thus the determination that the classification of Program Manager II is the appropriate classification for her position. The primary duties of a Program Manager II includes providing direction to subordinate managers, supervisors and other assigned staff in employment, eligibility, and social services programs.

If you are in agreement with this recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

That the Board of Supervisors:

1. Approve the reallocation of the Staff Services Manager (job class 0395, salary range 480, 1.0 FTE, position 01, bargaining unit 008) in, budget unit (BU)516, occupied by Vonnie Fierro, to a Program Manager II (salary range 533, job class 0750, salary range 533, FTE 1.0, position to be determined, bargaining unit 008) in BU 516: effective the first full pay period following Board adoption.

Following Board approval, Vonnie Fierro will be reclassified and there will be no change in her probationary status as a result of this action. Please attach a copy of this memo to your report to the Board for informational purposes. Following Board approval you will also need to prepare a Payroll/Personnel Action Form with a copy of the Board Order and send to Human Resources for processing. Do not hesitate to call me at (707) 268-3668 if you have any questions.

cc: Vonnie Fierro
Connie Hagquist
Yvonne Winter
Cindy Hammers