



COUNTY OF HUMBOLDT

For the meeting of: 9/21/2021

File #: 21-1259

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Deallocate one vacant Senior Office Assistant position and allocate one Staff Services Specialist

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate 1.0 full time equivalent (FTE) Senior Office Assistant Merit System Services (class 0110, salary range 368, position 01, M/C unit 09) in budget unit (BU) 511;
2. Allocate 1.0 FTE Staff Services Specialist Merit System Services (class 0389, salary range 384, M/C unit 09) in BU 511; effective beginning of the pay period following approval.

SOURCE OF FUNDING:

Social Services (1160)

DISCUSSION:

The Department of Health and Human Services (DHHS) - Administration is looking to establish a more robust recruitment and retention process to better support programs across DHHS. The requested allocation of a Staff Services Specialist position will focus on outreach, advertising and specialized recruitment plans for identified job classes. This position will be responsible for internal recruitment processes and be the point of contact for DHHS programs on coordinating outreach with outside agencies and by attending various job fairs. This position will also be responsible for maintaining data on the results of recruitment efforts.

The duties of this assignment do not fall within the Senior Office Assistant job specification that is currently allocated and is more appropriately designated as a Staff Services Specialist.

The County's Human Resources Department has reviewed this request by DHHS Administration and is in support of this recommendation.

FINANCIAL IMPACT:

The annual salaries and benefits cost for Staff Services Specialist is \$74,691, while the annual salaries and benefits cost for a Senior Office Assistant is \$70,171. The allocation of the Staff Services

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Specialist will result in an increase of \$4,520 in salaries and benefits in Fund 1160, Budget Unit 511 Social Services. A budget adjustment is not needed as there are sufficient salary savings due to staffing vacancies. The costs associated with this position will be included in future county budgets for Social Services. There is 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 Click here to type another item(s) from the Strategic Framework, or leave as a period.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to not allocate the requested position however, that is not recommended as it would keep DHHS Administration from providing appropriate support to DHHS program staffing and recruitment needs.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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