



COUNTY OF HUMBOLDT

For the meeting of: 10/20/2020

File #: 20-1354

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of the Revised and Retitled Job Classification and Specification for Airport Operations Manager

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the revised job specification for Airport Operations Manager (attachment B); and
2. Adopt Resolution No. _____ (attachment A) approving the amendment to the Compensation Plan between the County of Humboldt and Management and Confidential Employees to retitle the classification of Airport Manager to Airport Operations Manager (class #0617).

SOURCE OF FUNDING:

Aviation - 3530381

DISCUSSION:

The Department of Aviation requested and was approved for the allocation of 1 Full-Time Equivalent (FTE) Airport Manager in the Fiscal year 2020-21 budget. As part of the Countywide Classification & Compensation Study conducted by Koff & Associates (K&A), a revision and retitling of this position was recommended to meet the needs of the Department of Aviation regarding Federal Aviation Compliance. The current Airport Manager allocation is vacant and upon approval of the recommended classification and specification the Department of Aviation, in conjunction with Human Resources, will begin recruitment for the Airport Operations Manager position.

FINANCIAL IMPACT:

This action has no additional fiscal impact as the FY 2020-21 Adopted Budget included sufficient appropriations for the Airport Manager position and the classification title is all that is proposed to change.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of

service .

OTHER AGENCY INVOLVEMENT:

Department of Aviation
Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve the adoption of the recommended classification and specification, however; this would not be recommended as the updated specification will assist in recruiting and retaining the most qualified candidates for this position which will assist the Department of Aviation's goal of improving compliance with Federal Aviation Administration (FAA) and other Federal Regulations..

ATTACHMENTS:

1. Resolution No. _____
2. Copy of Airport Operations Manager Job Specification

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-20
Meeting of: August 21, 2018
File No.: 18-1106