



COUNTY OF HUMBOLDT

For the meeting of: 11/3/2020

File #: 20-1406

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of the Revised Job Specification for Program Manager

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the revised job specification for Program Manager (class #0934) (attachment A) effective immediately.

SOURCE OF FUNDING:

N/A

DISCUSSION:

As part of the Countywide Classification and Compensation study, Koff & Associates (K&A) drafted a revised Program Manager job specification. This revised specification has been drafted with the intent of use countywide based upon needs of all county departments. The currently approved specification is written to be specific to the Department of Health and Human Services (DHHS) restricting use to only DHHS. Approval of this specification will allow departments to request Program Manager allocations in their departments and accurately recruit based upon the specific needs of their department.

FINANCIAL IMPACT:

N/A

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve the adoption of the recommended revised

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classification, however; this would not be recommended as the updated specification will allow the use of this classification in all county departments.

ATTACHMENTS:

1. Copy of revised Program Manager Specification

PREVIOUS ACTION/REFERRAL:

Board Order No.:

Meeting of: August 5, 2008

File No.: 16-8041