



COUNTY OF HUMBOLDT

For the meeting of: 10/2/2018

File #: 18-1212

To: Board of Supervisors

From: Public Works

SUBJECT:

Position Reallocations for Public Works' Park Caretaker II and Environmental Analyst

RECOMMENDATION(S):

That the Board of Supervisors approve the reallocation of the Park Caretaker II (salary range 329, class 0272, position 02) in budget unit 713, currently occupied by Jason Ball, to the class of Senior Park Caretaker (salary range 359, class 0265, position 02), and reclassify Mr. Ball accordingly, effective the beginning of the biweekly pay period immediately following approval; and approve the reallocation of the Environmental Analyst (salary range 395, class 0208, position 01) in budget unit 251, currently occupied by Todd Becker, to the class of Senior Environmental Analyst (salary range 427, class 0520, position 02) effective the beginning of the biweekly pay period immediately following approval.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

At the request of Public Works, Human Resources initiated classification reviews for the Park Caretaker II position occupied by Jason Ball and the Environmental Analyst position occupied by Todd Becker. Mr. Ball's duties include coordinating maintenance, repair, and improvement projects for county parks and the Hammond Trail; overseeing the safe maintenance and operation of the county parks public water systems; and training and directing extra-help staff. Mr. Becker's duties include coordinating Public Works' solid and hazardous waste programs and compliance with state-mandated stormwater management requirements. Mr. Becker also oversees environmental management of solid waste facilities and site investigation and remediation efforts on county-owned property.

Human Resources retained Koff and Associates to determine if these positions are appropriately classified based on the employees' duties and responsibilities. The findings and recommendations from the classification reviews are documented in the attached reports. Koff and Associates concluded that the class specifications for both employees no longer adequately reflect their current duties and responsibilities, and recommended that their positions be reallocated to classes that are more appropriate. Human Resources concurred with these recommendations.

FINANCIAL IMPACT:

The additional costs for the remainder of Fiscal Year 2018-19 for the reallocation of the Park Caretaker II position to Senior Park Caretaker and the reallocation of the Environmental Analyst position to Senior Environmental Analyst will be approximately \$7,272. The proposed action will affect the General Fund because the affected employees work in General Fund-based budget units. The General Fund funds approximately 42 percent of the Parks budget and approximately 78 percent of the Water Management budget. For Fiscal Year 2018-19, the estimated impact to the General Fund associated with the proposed action is approximately \$4,668. The approved budget for Fiscal Year 2018-19 can accommodate these increased costs through anticipated savings in Services and Supplies. The Proposed Budget for Fiscal Year 2019-20 will be developed to include the ongoing salary expense associated to the reallocation of these positions. Public Works believes these reallocations are the most cost-effective means of ensuring that the duties and responsibilities continue to be performed by these employees.

Approving this recommendation will support the Board's Strategic Framework by providing for and maintaining infrastructure, creating opportunities for improved safety and health, and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Human Resources

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ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the reallocations of the two positions and the reclassifications of Mr. Ball and Mr. Becker. However, this alternative is not recommended because it will have a negative impact on the department's ability to meet the needs of the community and comply with environmental regulations.

ATTACHMENTS:

Classification Review

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A