



COUNTY OF HUMBOLDT

For the meeting of: 10/17/2023

File #: 23-1111

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of New Job Classifications and Position Allocation Modification for Sheriff's Office

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new job classification of Assistant Public Administrator (class # 0409, salary range 448) (Attachment #1) into the classification plan effective the pay period following board approval;
2. Approve the allocation of 1.0 full-time equivalent (FTE) Assistant Public Administrator (class # 0409, salary range 448) in Fund 1100, budget unit (BU) 221 effective the pay period following board approval;
3. Adopt the Resolution No. _____ (Attachment #2) approving the amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for Designated Management and Confidential Employees effective October 29, 2023;
4. Adopt the amended Comprehensive Compensation Schedule and Classification Summary effective October 29, 2023 (Attachment #3)

SOURCE OF FUNDING:

General Fund 1100 - 221

DISCUSSION:

At the request of the Sheriff's Office, Municipal Resource Group (MRG), a Human Resources consulting agency, conducted a classification and compensation review of a newly proposed position to perform a variety of public administrator related duties for the Sheriff's Office. The purpose of the review was to determine if development of a new class is appropriate, and if so, develop the specification for that class.

Human Resources received MRG’s findings and conducted a thorough review of the new classification for Assistant Public Administrator, including salary recommendations. After careful consideration of the data, Human Resources recommends that the new job class of Assistant Public Administrator be adopted into the classification plan. Currently, there does not exist a Humboldt County job classification that appropriately reflects the duties and functions of the proposed position.

The Assistant Public Administrator (APA) will have unique responsibilities at the Coroners Office and will lead the Deputy Coroner - Public Administrators on their role in the Public Administrator functions (handling indigent and summary probate cases). The APA is a single position classification and reports to the Coroner / Public Administrator. The incumbent is responsible for daily operations, training, and supervision of Public Administrator case load, Deputy Public Administrators, Administrative Secretaries, and Property Technicians in accordance with probate laws and fiduciary performance standards. The incumbent will also provide daily guidance for operations, supervision, training, and evaluation for support personnel assigned to the division.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$160,000	\$176,000	\$193,600
Total Expenditures	\$160,000	\$176,000	\$193,600
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	\$160,000	\$176,000	\$193,600
Total Funding Sources	\$160,000	\$176,000	\$193,600

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

During the budget adoption hearings, the Board of Supervisor's approved the addition of 1.0 full-time equivalent (FTE) position on May 22, 2023. The expected salary and benefits for this position is approximately \$160,000.00.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Assistant Public Administrator	221-0409-01	Step 1A - E	1	0

Narrative Explanation of Staffing Impact:

This will be an increase of 1.0 FTE to the coroner/public administrators office. This position will assume the duties and responsibilities previously performed by the Deputy Coroners. With this addition, the Deputy Coroners will have more time to concentrate on handling their primary function while the Assistant Public Administrator will handle the highly technical probate cases assigned by the

courts.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Choose an item.

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Municipal Resources Group (MRG)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocation modification in the Sheriff's Office and revisions to the Comprehensive Compensation Schedule and Classification Summary, however, this is not recommended as this job classification has been identified as a vital need to ensure the operational / managerial support to the Humboldt County Sheriff's Office.

ATTACHMENTS:

Attachment 1: Job Specification for Assistant Public Administrator

Attachment 2: Resolution No _____ approving the recommended changes to the Comprehensive Compensation Schedule and Classification Summary

Attachment 3: 2023-10-29 Comprehensive Compensation Schedule and Classification Summary

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-2

Meeting of: May 22, 2023

File No.: 23-687