



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2019

File #: 19-1739

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Revised Class Description for Director of Human Resources

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the revised class description for the class of Director of Human Resources (class 0821, salary range ADH8, unit 10) effective immediately.

SOURCE OF FUNDING:

Human Resources, Budget Unit 359 & 130

DISCUSSION:

The recommendation included in this agenda item concerns the changing demands of the Human Resources Department, including a proposed revision to the job class description of Director of Human Resources. The Director of Human Resources oversees, directs, and participates in all activities of the Human Resources Department. Due to the changing demands of the Human Resources Department, the knowledge, skills, abilities, and qualifications required of the Director of Human Resources have changed. Specific attention has been given to the transfer of the Payroll Division from the Auditor-Controller to the Human Resources Department, and the knowledge required to oversee that complex and vital function has been included in the proposed job class description. The adoption of this revised class description (Attachment One) will allow the County of Humboldt to begin recruitment for a Director of Human Resources, and attract applicants qualified to meet the needs of the county.

FINANCIAL IMPACT:

There was no change in the compensation; therefore, there is no financial impact as a result of this action.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and maintaining efficient county operations.

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OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt this revised class description and leave the class description as is; however, this is not recommended as there is currently a need to recruit for the position of Director of Human Resources, and attracting the most qualified candidate using the proposed class description is vital to county operations.

ATTACHMENTS:

1. Job Class Description for Director of Human Resources

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A