



COUNTY OF HUMBOLDT

For the meeting of: 11/16/2021

File #: 21-1567

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification for Sheriff's Business Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Business Manager (M&C, salary range 454, class 0608) in budget unit 1100-221 effective immediately; and
2. Approve the allocation of 1.0 FTE Accounting Technician (AFSCME, salary range 367, class 0355) in budget unit 1100-221 effective immediately; and
3. Approve the allocation of 1.0 FTE Fiscal Assistant I (AFSCME, salary range 308, class 0177) in budget unit 1100-221 effective immediately; and
4. Approve the deallocation of 1.0 FTE Senior Administrative Analyst (M&C, salary range 481, class 0605) in budget unit 1100-221 effective immediately; and
5. Approve the deallocation of 1.0 FTE Administrative Services Officer (M&C, salary range 435, class 0776) in budget unit 1100-221 effective immediately.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Humboldt County Sheriff's Office (HCSO) leadership has taken the opportunity to re-evaluate the best use of personnel resources for the HCSO Business Division due to the recent vacancy of the Senior Administrative Analyst. Given the increased documentation requirements from the Auditor-Controller's Office, leadership has decided it would be best to eliminate one of the management level positions and replace them with two staff positions.

Due to the increased responsibilities of collapsing the duties of two management positions into one, HCSO is recommending the deallocation of the Senior Administrative Analyst and Administrative Services Officer and replace them with one Business Manager. The additional two staff positions recommended are an Accounting Technician and Fiscal Assistant.

HCSO continuously strives to improve the services of their operations and believe the reorganization of these positions to be in the best interest of the public.

FINANCIAL IMPACT:

Annual salary and benefits for a 1.0 Fiscal Assistant I, step 1A is \$52,218.87. Annual salary and benefits for a 1.0 Accounting Technician, step 1A is \$66,150.54. Annual salary and benefits for a 1.0 FTE Administrative Services Officer, step 1A is \$91,340.14. Annual salary and benefits for a 1.0 FTE Business Manager, step 1A is \$98,973.54. Annual salary and benefits for a 1.0 FTE Senior Administrative Analyst is \$105,489.06.

For budget unit 1100-221 Sheriff Operations the deallocation of the 2.0 management positions and allocation of 1.0 management position and 2.0 staff is a net annual increase of \$20,513.75. It is anticipated that the positions would not be filled until Jan. 1, 2022 resulting in a net increase for fiscal year (FY) 2021-22 of \$10,256.87.

Sheriff Operations budget unit 1100-221 is experiencing staffing shortages and anticipates sufficient salary savings to cover the increases for FY2021-22. There is no additional general fund allocation requested for these changes.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to allocate/deallocate the positions.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA