



COUNTY OF HUMBOLDT

For the meeting of: 5/3/2022

File #: 22-542

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of the Amended and Retitled Job Classifications of Forensic Specialist I/II. Reallocation of the 1.0 Full Time Equivalent (FTE) Evidence Technician to a 1.0 FTE Forensic Specialist II.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Amended and Retitled job specification of Forensic Specialist I/II (Salary Range 415/435, Class #0407A/B, Unit 001) (attachment #2 replacing Evidence Technician), a flexibly allocated classification, into the salary range and classification plan effective the first full pay period following Board adoption.
2. Approve the reallocation of 1.0 FTE Evidence Technician (Salary range 415, class #0407) in Fund 1100, budget unit (BU) 221 occupied by Andrew Campbell, to a 1.0 FTE Forensic Specialist II (Salary range 435, class #0407B) effective the first full pay period following Board adoption.
3. Adopt Resolution No. _____ (attachment #3) approving 1) amendments to the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1684 and 2) Adopting a Comprehensive Compensation Schedule and Classification Summary (attachment #1) effective May 3, 2022.

SOURCE OF FUNDING:

General Fund (1100221)

DISCUSSION:

Municipal Resource Group (MRG), a Human Resources consulting firm, has conducted a classification review of the Evidence Technician position currently occupied by Andrew Campbell. The review was undertaken to thoroughly evaluate the appropriateness of the classification for this position. The county Human Resources Department has received and reviewed MRG's detailed reports, and it is evident that the incumbent is performing duties beyond the scope of their current classification as it is currently written.

MRG conducted a thorough review of the classifications for Evidence Technician, which included meeting with the incumbents and Sheriff management and considered the future salary increases for the respective classifications put forth in the AFSCME MOU. After careful consideration of the data, MRG has recommended that the county:

- *“Reclassify the Evidence Technician to the proposed classification of Forensic Specialist I and Forensic Specialist II as a flex class.*
- *Adopt the proposed class specifications that were reviewed and edited by the incumbents.*
- *Abolish the Evidence Technician classification.*
- *Place Forensic Specialist I at salary range 415, which is equivalent to the Evidence Technician (range 415).*
- *Place Forensic Specialist II at salary range 435, which is 10.5% more than Evidence Technician (range 415).”*

To ensure that the County of Humboldt is offering appropriate pay and investing in county employees, the Human Resources Department recommends that we implement the recommendations put forth by MRG. Staff’s recommendations are that your Board approves the reallocation of:

- The 1.0 FTE Evidence Technician (Salary range 415, class #0407) in Fund 1100, budget unit (BU) 221, currently occupied by Andrew Campbell, to a 1.0 FTE Forensic Specialist II (Salary range 435, class #0407B) effective the first full pay period following Board adoption.

FINANCIAL IMPACT:

There is currently only 1 Evidence Technician allocated in the county. Step E salary and benefits for this classification is \$105,738.00 annually. The reallocation to Forensic Specialist II step E is a total increase to salary and benefits of \$9,394 annually, and less than \$2,000 for the remainder of Fiscal Year 21-22. There is sufficient funding in the Sheriff’s Office main operating budget (1100-221) in the current year to pay the increased salary, however, in future years the reclassification will impact General Fund allocations.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

Municipal Resource Group (MRG).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to reallocate these positions.

ATTACHMENTS:

Attachment 1 - Comprehensive Compensation Schedule and Classification Summary effective May 3rd

File #: 22-542

, 2022

Attachment 2 - Proposed Job Specification for Forensic Specialist I and Forensic Specialist II.

Attachment 3 - Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: .

Meeting of: Jan. 4, 2022

File No.: 22-12