



COUNTY OF HUMBOLDT

For the meeting of: 11/2/2021

File #: 21-1490

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Allocation of 1.0 Full-Time Equivalent (FTE) Staff Services Analyst III, Management and Confidential (M&C)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Staff Services Analyst III, M&C (salary range 460, job class 0396, bargaining unit 008 confidential) in budget unit (BU) 511; effective the pay period immediately following Board approval.

SOURCE OF FUNDING:

Social Services Fund (1160)

DISCUSSION:

The Department of Health and Human Services (DHHS) has several areas of work that would benefit from the support services provided by a Staff Services Analyst III M&C. This position will provide support in specialized administrative functions with key department-wide projects in the following areas: strategic planning across the department; performance management and data tracking and reporting efforts across the department; the Live Well Humboldt initiative and the Community Health Assessment and Community Health Improvement Plan; workforce development; racial and health equity work within DHHS and the community; and the department's work in becoming a more trauma-informed organization.

This position will be responsible for supporting the coordination and gathering of information across programs and branches in DHHS (including Social Services, Public Health, Behavioral Health, Child Welfare Services), as well as developing and implementing workplans for the projects and work identified above. Identifying measurable goals and objectives, partnering with leadership staff across the branches and other areas in DHHS Administration, and providing related training to other employees in DHHS will also be a part of this position's support services.

In addition, the position will provide administrative support in managing confidential matters

pertaining to community feedback and complaints for continuous quality improvement, employee services, and writing department wide policies and procedures. County Human Resources Department has reviewed the position assignment and agrees with the classification.

FINANCIAL IMPACT:

The annual salaries and benefits cost for Staff Services Analyst III is \$101,697 at the beginning step 1A. The cost associated with this position was not include in the proposed budget for fiscal year 2021-22 in Fund 1160, Budget Unit 511 Social Services. A budget adjustment is not needed as there are sufficient salary savings due to staffing vacancies. The costs associated with this position will be included in future county budgets for Social Services. Staffing expenditures in Social Services is supported through federal, state, and local funds. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services to our Counties most vulnerable populations while also supporting our employees.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve the allocation of this position; however, this is not recommended as it would impact DHHS Administration's efforts to be more cohesive across branches and to support employees in DHHS' workforce development efforts.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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