



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-9

For the meeting of: July 28, 2015

Date: June 24, 2015
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Re-allocation and Deletion of Positions in the Management & Budget Team

RECOMMENDATION(S):

That the Board of Supervisors:

1. Dis-allocates the currently vacant position of Executive Assistant to the CAO (class 0103, unit 09, position 01) in budget unit 103;
2. Deletes the class of Executive Assistant to the CAO (class 0103, unit 09, salary range 370) from the classification plan;
3. Reallocates the position of Administrative Services Manager (class 0775, unit 08, position 01), currently underfilled as Administrative Services Officer (class 0776, unit 09) by Elishia Hayes, to Administrative Services Officer (class 0776, unit 09, position 01) in budget unit 103; and
4. Deletes the class of Administrative Services Manager (class 0775, unit 08, salary range 438) from the classification plan,

effective immediately.

Prepared by	Phillip Smith-Hanes	CAO Approval	<i>Elishia Hayes</i>
REVIEW:			
Auditor	<i>MSH</i>	County Counsel	Human Resources <i>SH</i> Other
TYPE OF ITEM:			
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Departmental			
<input type="checkbox"/> Public Hearing			
<input type="checkbox"/> Other			
PREVIOUS ACTION/REFERRAL:			
Board Order No.			
Meeting of:			
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT			
Upon motion of Supervisor <i>Bass</i> Seconded by Supervisor <i>Lovelace</i>			
Ayes <i>Lovelace, Fennell, Bohn, Bass</i>			
Nays			
Abstain			
Absent <i>Sundberg</i>			
and carried by those members present, the Board hereby approves the recommended action contained in this Board report.			
Dated: <i>July 28, 2015</i>			
By: <i>Kathy Hayes</i>			
Kathy Hayes, Clerk of the Board			

SOURCE OF FUNDING: General Fund

DISCUSSION:

Since 2012, the County Administrative Office Management & Budget Team has been staffed with the following positions:

- County Administrative Officer
- Assistant County Administrative Officer
- Deputy County Administrative Officer
- Administrative Analyst I/II/Senior
- Executive Assistant to the CAO
- Public Information Specialist

In the current fiscal year budget, your Board approved transferring an Administrative Secretary position that was formerly in the Economic Development budget into the Management & Budget Team budget unit, as well as “exchanging” the Senior Administrative Analyst position for an Administrative Services Manager position formerly budgeted in Revenue Recovery. The Administrative Services Manager position was vacant, and the Executive Assistant to the CAO position has been underfilled with an Executive Secretary.

Following a competitive recruitment process, the incumbent Executive Secretary was promoted to Administrative Services Officer. The request before the Board today aligns the position allocations in the Management & Budget Team with actual staffing (both current and projected going forward). It will result in a net decrease of one (vacant) position and result in the following staffing, which is consistent with prior staffing levels:

- County Administrative Officer
- Assistant County Administrative Officer
- Deputy County Administrative Officer
- Administrative Services Officer
- Administrative Secretary
- Public Information Specialist

These position classifications align better with positions in other county departments. Both the Executive Assistant to the CAO and Administrative Services Manager positions are single-position classes that are very specialized. Using more standard position classifications should ease future recruitments for the office. Since there are no plans to utilize the classifications in the future, Human Resources recommends removing them from the classification plan.

FINANCIAL IMPACT:

There is no financial impact to this action. All the positions are currently included in the approved budget for fiscal year 2015-16 at funding levels consistent with the recommended classifications.

The proposed action supports the Board’s strategic framework, priorities for new initiatives, by providing core services in ways that safeguard the public trust through managing resources to ensure the sustainability of services.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to change the classifications. This would have no immediate impact on persons or budget. However, this alternative is not recommended because it would leave the position allocations misaligned from the projected need now and into the future.

ATTACHMENTS: None.