



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

File #: 25-1398

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Department of Aviation Department Staffing Changes and Adoption of the Compensation Schedule

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Deallocation of 1.0 FTE vacant Senior Administrative Analyst (M/C) (Class # 1606, position #01, Salary Range 509) position in Budget Unit 381, effective the pay period following board approval; and
2. Approve the allocation of 1.0 FTE Administrative Services Manager (Class # 0775, Position #01, Salary Range 512) effective the pay period following Board approval; and
3. Approve the deallocation of 1.0 FTE Administrative Analyst I/II (M/C) (Class # 0605, Position #01, Salary Range 455/486) position effective Jan. 18, 2026; and
4. Approve the allocation 1.0 FTE Administrative Analyst I/II (Class #0626, Position #01, Salary Range 424/444) position effective Jan. 18, 2026; and
5. Approve the revised salary range for the Airport Operations Manager (Class # 0617) classification from salary range 498 to salary range 512 effective the pay period following board approval; and
6. Adopt the Compensation Schedule effective the pay period following board approval (Attachment 01).

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

Humboldt County Human Resources requested Leibert, Cassidy, and Whitmore (LWC) to conduct a study of the Airport Operations Manager and Senior Administrative Analyst positions, as well as a salary review for all Airport Service Worker classifications including Airport Service Worker I/II, Senior and Supervisor, and Custodian classifications.

The County's Aviation Department operates six airports, including the Arcata-Eureka Airport that had 133,682 enplanements in 2024. The Aviation Department has fifteen employees. The administrative unit specifically consists of two employees. While succession planning and hiring from within is a commendable goal, especially for rural counties where recruiting for executive and specialized roles is difficult, certain positions may still require a broader approach. For those roles, conducting state-wide or nation-wide recruitments will likely be necessary to secure the right talent.

The LCW consultant made several recommendations pertaining to the Aviation Department classification and positions. Human Resources, in partnership with the County Administrative Office and the Aviation Department, has identified two priority recommendations to bring forward immediately.

Reclassify the vacant Senior Administrative Analyst (M/C) position to Administrative Services Manager. The position does not warrant reclassification to a Deputy Director title because it does not supervise through subordinate levels of supervision; however, it does perform complex, management-level administrative and budget duties that are performed by Administrative Services Manager positions in the county.

Increase the salary for the Airport Operations Manager to salary range 512. With the department's need to implement succession planning, and because the classification is about 10% below the adjusted comparator median, it would be appropriate to increase the salary by 7% to align it with the Administrative Services Manager (range 512) classification.

The LCW consultant provided additional recommendations for the Aviation Department specifically for the Airport Service Worker classification, Custodian classifications, and Administration classifications. Further review regarding the recommendations as to staffing levels and compensation is being conducted and will be brought back to your board for consideration at a later date. Recommendations may include additional levels, retitling, and staffing in the Airport Services Worker and Custodian Series specific to the Aviation Department as well as considerations for staffing related to the administrative functions of the Aviation Department.

The Administrative Analyst I/II (M/C) position currently allocated in the Aviation Department will be vacant as of Jan. 17, 2026. Human Resources, in consultation with LCW, have determined that this position does not carry out management and confidential functions as outlined the County of Humboldt Employer Employee Relations Policy. Therefore, it is recommended that your board deallocate the Administrative Analyst I/II (M/C) position and allocate an Administrative Analyst I/II in the AFSCME Bargaining Unit.

SOURCE OF FUNDING:

Aviation Enterprise Fund (3530)

FINANCIAL IMPACT:

Expenditures (3530-381)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
Administrative Services Manager	<u>\$905.00</u>	<u>\$1,872.00</u>	<u>\$1,997.00</u>
Airport Operations Manager	<u>\$5,226.00</u>	<u>\$10,975.00</u>	<u>\$11,523.00</u>
Administrative Analyst I/II	<u>(\$6,521.00)</u>	<u>(\$13,697.00)</u>	<u>(\$14,414.00)</u>
Total Expenditures	<u>(\$390.00)</u>	<u>(\$850.00)</u>	<u>(\$894.00)</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (3530-381)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
Fees/Other	<u>(\$390.00)</u>	<u>(\$850.00)</u>	<u>(\$894.00)</u>
Total Funding Sources	<u>(\$390.00)</u>	<u>(\$850.00)</u>	<u>(\$894.00)</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Deallocating the 1.0 FTE Senior Administrative Analyst (M/C) (Class # 1606) position and allocating 1.0 FTE Administrative Services Manager (Class # 0775) will result in a nominal increase in the annual salary of the position of \$1,809 at Step 1A. It is anticipated that there will be a savings in fiscal year (FY) 2025-26 due to the vacancy of the position, only a half of the year increase and likely hiring will happen at a lower step. Revising the Airport Operations Manager (Class # 0617) salary range from 498 to salary range 512 will result in an increase in FY 2025-26 Salaries and Benefits of \$5,226. Deallocating the 1.0 FTE Administrative Analyst (M/C) (Class # 0605, Position #1, Salary, Salary Range 424/444) position and allocating 1.0 FTE Administrative Analyst I/II (Class #0626, Position #1, Salary Range 424/444) will result in a savings in the annual salary and benefits of the position of (\$13,041) at Step 1A. It is anticipated that there will be additional savings in FY 2025-26 due to the vacancy of the position, only a half of the year increase and likely hiring will happen at a lower step. Overall, the Department of Aviation is expected to have a small overall savings from these recommendations.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
<i>Senior Administrative Analyst.</i>	(381-1601-01	Step 1A-E	##	1
<i>Administrative Services Manager.</i>	(381-0775-01	Step 1A-E	1	##
<i>Administrative Analyst I/II (M/C).</i>	(381-0605-01	Step 1A-E	0	1
<i>Administrative Analyst I/II.</i>	(381-0626-01	Step 1A-E	1	0

Narrative Explanation of Staffing Impact:

The recommended salary adjustments and position change will improve the department's ability to recruit and retain qualified senior-level managers, reducing vacancy risks and strengthening succession planning to ensure continuity of operations.

OTHER AGENCY INVOLVEMENT:

Liebert, Cassidy, and Whitmore (LCW)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to adopt the recommendations. However, that is not recommended as the recommendations will allow the Department of Aviation to recruit and retain qualified senior-level managers, reducing vacancy risks and strengthening succession planning to ensure continuity of operations.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A