



# COUNTY OF HUMBOLDT

For the meeting of: 4/6/2021

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File #: 21-421

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of Amended and Retitled Job Classification of Payroll Services Supervisor

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the amended and retitled job classification of Payroll Services Supervisor (class #0104) (replacing Assistant County Payroll Services Manager) into the salary range and classification plan effective immediately; and
2. Adopt Resolution No. \_\_\_\_\_ (attached) approving the amendment to the Compensation Plan between the County of Humboldt and Management and Confidential Employees due to the classification title change.

**SOURCE OF FUNDING:**

General Fund (1100-130)

**DISCUSSION:**

The single incumbent Assistant County Payroll Services Manager position located in the Human Resources Department (HR) recently became vacant. This position is vital to the operations of Payroll within HR, and updating the job specification to accurately reflect the current body of work and industry best practices will assist HR in attracting the most qualified candidates for the position.

During the classification phase of the countywide classification & compensation study conducted by Koff & Associates (K&A), K&A recommended that the Assistant County Payroll Services Manager be retitled to Payroll Services Supervisor. K&A also recommended updates to the language to detail the current body of work and industry best practices.

**FINANCIAL IMPACT:**

There is no financial impact associated with these recommendations as no change in compensation is being recommended. Total salary for this position at Step 1A is \$63,813 and total compensation, including salary and benefits is \$105,085. This position is funded out of the HR-Personnel Budget Unit 1100-130.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees [Click here to type another item\(s\) from the Strategic Framework, or leave as a period.](#)

OTHER AGENCY INVOLVEMENT:

Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the amended and retitled classification; however, this is not recommended as this position is vital to Central Human Resources Payroll operations and the amended classification will assist in the recruitment of the appropriate candidate.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_
2. Copy of Payroll Services Supervisor Job Specification
3. Comprehensive Compensation Schedule and Classification Summary 2021 04 06

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-8

Meeting of: March 9, 2021

File No.: 21-289