



# COUNTY OF HUMBOLDT

For the meeting of: 5/11/2021

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File #: 21-541

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modification to Humboldt County Correctional Facility (HCCF) to Deallocate 1.0 Full-time Equivalent (FTE) Senior Legal Office Assistant and Allocate 1.0 FTE Administrative Secretary

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Administrative Secretary (salary range 345, class 0164) in budget unit 1100-243 effective June 13, 2021; and
2. Approve the deallocation of 1.0 FTE Senior Legal Office Assistant (salary range 353, class 0168) in budget unit 1100-243 effective June 13, 2021.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

HCCF has a Senior Legal Office Assistant position responsible for supporting the HCCF Administrative staff. The current employee is retiring effective June 12, 2021. Koff & Associates has evaluated this position as part of the county classification study. The firm is recommending that the position be reclassified as an Administrative Secretary and HCCF agrees with this recommendation. HCCF would like to make this reclassification prior to hiring a replacement. Both of these positions are in the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit.

**FINANCIAL IMPACT:**

Annual salary and benefits for a 1.0 FTE Senior Legal Office Assistant, step 1A is \$65,221.76. Annual salary and benefit expenses for a 1.0 Administrative Secretary, step 1A is \$63,219.09. This is an estimated salary savings of \$2,002.67 annually for the General Fund. This position modification has been included in the fiscal year 2021-22 Proposed Budget.

**STRATEGIC FRAMEWORK:**

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This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources  
Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to reclassify the position from a Senior Legal Office Assistant to an Administrative Secretary; however, this is not recommended. HCCF and Human Resources strive for positions to be classified correctly so equity with all positions may be achieved.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA  
Meeting of: NA  
File No.: NA