



COUNTY OF HUMBOLDT

For the meeting of: 1/30/2024

File #: 23-1640

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adopt Salary Increases for classifications in the Probation Department; Deallocate positions in the Probation Department; And Adopt Corrections and Modifications to the Comprehensive Compensation Schedule and Classification Summary

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the revised salary range for Juvenile Corrections Officer I (class #0486A), from salary range 375 to salary range 395, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
2. Approve the revised salary range for Juvenile Corrections Officer II (class #0486B), from salary range 395 to salary range 415, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
3. Approve the revised salary range for Senior Juvenile Corrections Officer (class #0487), from salary range 415 to salary range 435, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
4. Approve the revised salary range for Supervising Juvenile Corrections Officer (class #0485), from salary range 438 to salary range 455, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
5. Approve the revised salary range for Probation Officer I (class #0473A), from salary range 406 to salary range 426, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
6. Approve the revised salary range for Probation Officer II (class #0473B), from salary range 438 to salary range 446, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
7. Approve the revised salary range for Senior Probation Officer (class #0469), from salary range 455 to salary range 466, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
8. Approve the revised salary range for Supervising Probation Officer (class #0470), from salary

- range 477 to salary range 496, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
9. Approve the revised salary range for Juvenile Corrections Facility Manager (class #0482), from salary range 473 to salary range 496, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
 10. Approve the revised salary range for Probation Division Director (class #0475), from salary range 493 to salary range 516, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
 11. Approve the revised salary range for Assistant Chief Probation Officer (class #0474), from salary range 529 to salary range 536, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval;
 12. Deallocate one 1.0 full time equivalent (FTE) Supervising Juvenile Corrections Officer (class #0485, position 07) from Budget Unit (BU) 234;
 13. Deallocate two 1.0 FTE Probation Officer I/II (class #0473A/B, positions 23 and 20) from BU 235;
 14. Deallocate one 1.0 FTE Senior Probation Officer (class #0469, position 06) from BU 235;
 15. Modify the class number for the Senior Radio Communications Technician from class #0190 to class #0780 effective 05/28/2023;
 16. Modify the class number for the Radio Communications Technician I/II from class #0186A/B to class #0781A/B effective 05/28/2023;
 17. Adopt the retitled name for the “Comprehensive Compensation Schedule and Classification Summary” to “Compensation Schedule” effective Feb. 4, 2024;
 18. Abolish the following 37.5-hour classifications from the classification system effective December 24, 2023:
 - a. Administrative Analyst I/II (37.5) class #0623A/B
 - b. Executive Secretary (37.5) class #0163
 - c. Legal Office Assistant I/II (37.5) class #0153A/B
 - d. Medical Office Assistant I/II (37.5) class #0570A/B
 - e. Victim Witness Program Specialist (37.5) class #0689
 19. Abolish the following 40-hour classifications from the classification system effective December 24, 2023:
 - a. Senior Health Program Manager (M&C) class #0539
 - b. Accountant / Auditor I/II (M&C) class #0606A/B
 - c. Paralegal I/II (M&C) class #0452A/B
 - d. Personnel Assistant (M&C) class #0151
 - e. Personnel Technician (M&C) class #0609
 - f. ADA Coordinator (M&C) class #0199
 - g. Development Assistance Manager (M&C) class #0619
 - h. Legal Analyst (M&C) class #0638
 - i. Economic Development Specialist (M&C) class #0634
 - j. Executive Secretary - Children and & Family Commission (M&C) class #0181
 - k. Fiscal Services Supervisor (M&C) class #0174
 - l. Investigator (M&C) class #0417

- m. Legal Office Assistant I/II (M&C) class #0197A/B
 - n. Senior Fiscal Assistant (M&C) class #0123
 - o. Senior Office Assistant (M&C) class #0110
 - p. Employment & Training Manager (M&C) class #0851
 - q. Assistant County Physician (AFSCME) class #0547
 - r. Real Property Manager (M&C) class #0620
 - s. Departmental Information Systems Supervisor (AFSCME) class #0759
20. Abolish the 37.5-hour Executive Secretary (AFSCME) class #0163 from the classification system effective July 22nd, 2023;
 21. Adopt the 40-hour Executive Secretary (AFSCME) class #0163 into the classification system effective July 23rd, 2023, and place the current incumbent of the abolished 37.5-hour classification, Abigail Hamilton, into the 40-hour Executive Secretary (class #0163) classification effective August 7th, 2023. The salary range should be equivalent to the 37.5-hour classification, which would be salary range 392 effective December 24, 2023, range 387 effective October 29, 2023, range 387 effective October 1, 2023, range 387 effective September 17, 2023, range 387 and effective July 23, 2023;
 22. Adopt the revised and corrected Compensation Schedules dated December 24, 2023, October 29, 2023, October 1, 2023, September 17, 2023, July 23, 2023, July 9, 2023, June 11, 2023, May 28, 2023, April 2, 2023, March 19, 2023, December 25, 2022, December 11, 2022, October 25, 2022, July 10, 2022, June 28, 2022, May 3, 2022, April 17, 2022, April 3, 2022, March 20, 2022, March 6, 2022, February 6, 2022, January 9, 2022, December 26, 2021, September 14, 2021, August 31, 2021, August 22, 2021, August 10, 2021, July 25, 2021, May 25, 2021, May 18, 2021, and April 6, 2021 (Attachments 01 - 31);
 23. Adopt the Compensation Schedule dated 02/04/2024 (Attachment 32);
 24. Adopt the attached Resolution (Attachment 33) effective the pay period following board approval;

SOURCE OF FUNDING:

Probation Budget Units 1100-234, 1100-235, 1100-245, and 1100-296

DISCUSSION:

Municipal Resources Group (MRG), a human resource consulting agency, conducted a thorough review of the compensation of the Probation Department's Juvenile Corrections Officer series, Probation Officer series, and Probation leadership classifications.

After careful consideration of the data, and to ensure that the County of Humboldt is offering appropriate pay, investing in County employees, and addressing compaction between classifications, the Human Resources Department recommends that the Board approve the recommendations outlined above. Below details the differential analysis provided by MRG supporting the increases:

- For the Juvenile Corrections career ladder, there is a 10% differential between classifications up to Supervising Juvenile Corrections Officer. The Juvenile Corrections Facility Manager's level of responsibility warrants alignment with Supervising Probation Officer and is placed 20% above Supervising Juvenile Corrections Officer.

- For the Probation Officer career ladder, there is a 10% differential between classifications up to Senior Probation Officer. Supervising Probation Officer is 15% above Senior Probation Officer due to recruitment issues associated with moving to a management/supervisory position.

In addition to raising the pay for entry level positions to help with recruitment issues, adjusting the entire career ladder will help with employee retention. Succession planning has become difficult for the Probation Department and there is a large gap between employees with 20 or so years of experience and most staff who only have about 5 years of experience. Investing in the current Probation Department employees rather than funding positions that have been unable to be filled, will result in better trained, more experienced Probation Officers and Juvenile Corrections Officers and in better service to the community overall.

The Human Resources Department is also in the process of auditing the Compensation Schedule to identify errors and remove listed classifications that are no longer in the county’s classification system or are no longer needed. Many of the 37.5-hour classifications are no longer in use and create administrative and technical challenges. HR recommends removing the identified 37.5-hour classifications that are currently not occupied from the classification system in order to develop an accurate and streamlined Compensation Schedule. HR also recommends deleting several classifications from the system as they are no longer in use, as well as delete classifications that were erroneously added to the Compensation Schedule at its conception for the same reason. Keeping these classifications in our classification system and on the Compensation Schedule causes confusion and administrative difficulty. HR identified several errors in the December 24, 2023 schedule that must be corrected to accurately reflect the hourly rates, ranges, and classification numbers for the following classifications: Deputy Coroner-Public Administrator (class #0445), Deputy County Counsel IV (class #0600D), Director of Child Support Services (Appointed), Probation Officer I (#0473A), Senior Recordable Documents Examiner (37.5) (class #0158), Supervising Librarian (37.5) (class #0658), and Vocational Trainee (class #0742T). HR also identified several errors dating back to the conception of the Compensation Schedule that have been corrected. Additionally, through this review it was determined that the Executive Secretary (37.5) (class #0163) has been underfilled by a 40-hour position. HR recommends deleting the 37.5-hour class from the system, adopting this classification as a 40-hour class, and placing the current incumbent, Abigail Hamilton, in the new 40-hour class effective her date of hire to reconcile this error. Making these corrections and updates will also allow HR to move forward with a correct schedule and will allow the streamlining of the Compensation Schedule using available software to reduce the opportunity for errors in the future.

FINANCIAL IMPACT:

Expenditures (1100-202)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	304,204	320,330	320,330
Additional Appropriation Requested	0	0	0
Total Expenditures	304,204	320,330	320,330

Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	304,204	320,330	320,330
State/Federal Funds	0	0	0
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	304,204	320,330	320,330

Expenditures (1100-234)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	3,543,407	3,693,674	3,693,674
Additional Appropriation Requested	0	0	0
Total Expenditures	3,543,407	3,671,431	3,671,431
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	3,543,407	3,693,674	3,693,674
State/Federal Funds	0	0	0
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	3,543,407	3,693,674	3,693,674

Expenditures (1100-235)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	5,419,343	5,207,098	5,207,098
Additional Appropriation Requested	0	0	0
Total Expenditures	5,419,343	5,207,098	5,207,098
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	5,419,343	5,207,098	5,207,098
State/Federal Funds	0	0	0
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	5,419,343	5,207,098	5,207,098

Expenditures (1100-245)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	392,525	434,221	434,221

Additional Appropriation Requested	0	0	0
Total Expenditures	392,525	434,221	434,221
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	392,525	392,525	392,525
State/Federal Funds	0	0	0
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	392,525	392,525	392,525

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

Narrative Explanation of Financial Impact:

Staff deallocations (1.0 Supervising Juvenile Corrections Officer, 1.0 Senior Deputy Probation Officer, 2.0 Deputy Probation Officer I/II) were made in order to keep the cost of compensation increases for Juvenile Corrections Officer and Probation Officer career ladders cost neutral. These deallocations were made to positions with long-term vacancies and will not result in an increase to the Probation Department’s general fund allocation.

There is no financial impact as a result of the deletion of the classifications listed on this item.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Supervising Juvenile Corrections Officer	234-0485-07	Step E	0	1
Senior Probation Officer	235-0469-06	Step E	0	1
Probation Officer I/II	235-0473A/B-20 235-0473A/B-23	Step 1A/A Step 1A/A	0	2

Narrative Explanation of Staffing Impact:

Deallocated positions were long-term vacancies which existing department staff had already reassigned workloads to accommodate. These positions were carefully chosen to offset the cost of increases to all positions in the Juvenile Corrections Officer and Probation Officer career ladders. These increases were the mid-level recommendation from Municipal Resources Group (MRG) upon a review of existing staff compensation. The increases should result in increased staff retention and aid in recruitment efforts.

There is no staffing impact as a result of the deletion of the classifications listed on this item.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Protect vulnerable populations

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Municipal Resources Group (MRG)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request; however, this is not recommended as the recruitment and retention issues will continue to exist within the Probation Department and the Compensation Schedule must reflect accurate compensation information to comply with CalPERS requirements.

ATTACHMENTS:

1. 2021-04-06 Comprehensive Compensation Schedule and Classification Summary
2. 2021-05-18 Comprehensive Compensation Schedule and Classification Summary
3. 2021-05-25 Comprehensive Compensation Schedule and Classification Summary
4. 2021-07-25 Comprehensive Compensation Schedule and Classification Summary
5. 2021-08-10 Comprehensive Compensation Schedule and Classification Summary
6. 2021-08-22 Comprehensive Compensation Schedule and Classification Summary
7. 2021-08-31 Comprehensive Compensation Schedule and Classification Summary
8. 2021-09-14 Comprehensive Compensation Schedule and Classification Summary
9. 2021-12-26 Comprehensive Compensation Schedule and Classification Summary
10. 2022-01-09 Comprehensive Compensation Schedule and Classification Summary
11. 2022-02-06 Comprehensive Compensation Schedule and Classification Summary
12. 2022-03-06 Comprehensive Compensation Schedule and Classification Summary
13. 2022-03-20 Comprehensive Compensation Schedule and Classification Summary
14. 2022-04-03 Comprehensive Compensation Schedule and Classification Summary
15. 2022-04-17 Comprehensive Compensation Schedule and Classification Summary
16. 2022-05-03 Comprehensive Compensation Schedule and Classification Summary
17. 2022-06-28 Comprehensive Compensation Schedule and Classification Summary
18. 2022-07-10 Comprehensive Compensation Schedule and Classification Summary
19. 2022-10-25 Comprehensive Compensation Schedule and Classification Summary
20. 2022-12-11 Comprehensive Compensation Schedule and Classification Summary
21. 2023-03-19 Comprehensive Compensation Schedule and Classification Summary
22. 2023-04-02 Comprehensive Compensation Schedule and Classification Summary
23. 2023-05-28 Comprehensive Compensation Schedule and Classification Summary
24. 2023-06-11 Comprehensive Compensation Schedule and Classification Summary
25. 2023-07-09 Comprehensive Compensation Schedule and Classification Summary
26. 2023-07-23 Comprehensive Compensation Schedule and Classification Summary
27. 2023-09-17 Comprehensive Compensation Schedule and Classification Summary
28. 2023-10-01 Comprehensive Compensation Schedule and Classification Summary
29. 2023-10-29 Comprehensive Compensation Schedule and Classification Summary
30. 2023-12-24 Comprehensive Compensation Schedule and Classification Summary
31. 2024-02-04 Comprehensive Compensation Schedule and Classification Summary
32. Resolution

File #: 23-1640

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A