



# COUNTY OF HUMBOLDT

For the meeting of: 5/23/2023

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File #: 23-699

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Implementation of Municipal Resource Group (MRG) Phase 2 and Removal of Unused 37.5-hour classifications.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the implementation of the Phase 2 equity increases effective the pay period following Board approval, by assigning the following classifications to the following salary ranges:
  - Assistant Auditor-Controller (class # 0646) from salary range 523 to 543
  - Employment and Training Program Coordinator (class # 0765) from salary range 439 to 454
  - Employment and Training Supervisor (class # 0724) from salary range 466 to 474
  - Employment and Training Worker I (class # 0722A) from salary range 360 to 404
  - Employment and Training Worker II (class # 0722B) from salary range 402 to 424
  - Employment and Training Worker III (class # 0723) from salary range 416 to 444
  - Executive Secretary (class # 0163) from salary range 371 to 374
  - Senior Investigator - District Attorney (class # 0405) from salary range 498 to 511
  - Senior Mental Health Clinician (class # 0917) from salary range 488 to 489
  - Senior Staff Services Manager (class # 0394) from salary range 494 to 520
  - Senior Substance Abuse Counselor (class # 0492) from salary range 400 to 417
  - Senior Vocational Counselor (class # 1734) from salary range 415 to 434
  - Senior Welfare Investigator (class # 0741) from salary range 487 to 498
  - Social Worker I (class # 0727A) from salary range 382 to 409
  - Social Worker II (class # 0727B) from salary range 407 to 429
  - Social Worker III - MSS (class # 0727C) from salary range 423 to 449
  - Social Worker III - County (class # 0777C) from salary range 423 to 449
  - Social Worker IV A (class # 0707A) from salary range 433 to 459

- Social Worker IV B (class # 0707B) from salary range 447 to 469
  - Social Worker IV C (class # 0707C) from salary range 449 to 479
  - Social Worker IV D (class # 0707D) from salary range 479 to 489
  - Social Worker Supervisor I (class # 1708) from salary range 476 to 479
  - Social Worker Supervisor II (class # 0714) from salary range 502 to 509
  - Staff Services Analyst III (class # 0396) from salary range 482 to 490
  - Staff Services Manager (class # 0395) from salary range 484 to 510
  - Supervising Mental Health Clinician (class # 0916) from salary range 503 to 509
  - Supervising Staff Services Analyst - M/C (class # 0397) from salary range 495 to 500
  - Supervising Therapist (class # 0940) from salary range 534 to 547
  - Veterans Service Officer (class # 0672) from salary range 421 to 436
  - Vocational Counselor I (class # 0768A) from salary range 386 to 394
  - Vocational Counselor II (class # 0768B) from salary range 406 to 414
  - Welfare Investigator Supervisor (class # 0740) from salary range 497 to 518
2. Approve the change of the classification number for Social Worker III - County from 0727C to 0777C effective the pay period following board approval.
  3. Approve the removal of Supervising Integrated Caseworker - MSS (class # 0721) from the classification system effective the pay period following board approval.
  4. Approve the removal of Integrated Caseworker I/II - MSS (class # 0719A/B) from the classification system effective the pay period following board approval.
  5. Approve the removal of Integrated Caseworker III - MSS (class # 0720) from the classification system effective the pay period following board approval.
  6. Approve the removal of the following unused 37.5-hour classifications from the classification system effective the pay period following board approval:
    - Employment and Training Worker I/II (class # 0721A/B)
    - Employment and Training Program Coordinator (class # 0764)
    - Social Workers I/II/III (class # 0726A/B/C)
    - Social Workers IV A/B (class # 0706A/B)
    - Social Worker Supervisor (class # 0704)
    - Vocational Counselor I/II (class # 0769A/B)
    - Accountant Auditor I/II (class # 0607A/B)
    - Accounting Technician (class # 0354)
    - Administrative Secretary (class # 0161)
    - Animal Control Officer (class # 0428)
    - Building Inspector I/II (class # 0318A/B)
    - Community Services Officer (class # 0411)
    - Departmental Information Systems Analyst (class # 0763)
    - Departmental Information Systems Technician (class # 0760)
    - Facility Maintenance Mechanic I/II (class # 0250A/B)
    - Fiscal Services Supervisor (class # 0149)
    - Geographic Information Systems Analyst (class # 0331)

- Geographic Information Systems Coordinator (class # 0330)
  - Health Client Services Worker (class # 0573)
  - Health Education Specialist I/II (class # 0595A/B)
  - Legal Office Services Supervisor (class # 0150)
  - Legal Secretary I/II (class # 0144A/B)
  - Mental Health Clinician I/II (class # 0908A/B)
  - Nutrition Aide (class # 0581)
  - Office Assistant I/II (class # 0181A/B)
  - Office Services Supervisor (class # 0121)
  - Plan Checker I/II (class # 0317A/B)
  - Probation Officer I/II (class # 0472A/B)
  - Property Technician I/II (class # 0410A/B)
  - Public Health Nutritionist (class # 0594)
  - Senior Accountant Auditor (class # 0632)
  - Senior Building Inspector (class # 0340)
  - Senior Fiscal Assistant (class # 0125)
  - Senior Legal Office Assistant (class # 0145)
  - Senior Legal Secretary (class # 0140)
  - Senior Medical Office Assistant (class # 0572)
  - Senior Office Assistant (class # 0130)
  - Senior Probation Officer (class # 0471)
  - Services Support Assistant III (class # 0194)
  - Training Coordinator (class # 0426)
7. Adopt the Resolution (Attachment 1) approving the amendment of the January 1, 2022 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees;
  8. Adopt the Resolution (Attachment 2) approving the amendment of the October 1, 2021 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization;
  9. Adopt the Resolution (Attachment 3) approving the amendment of the January 1, 2022 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization Law Enforcement Management (LEM) Unit;
  10. Adopt the Resolution (Attachment 4) approving the amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for designated Management and Confidential employees.;
  11. Approve the Comprehensive Compensation Schedule and Classification Summary effective the pay period following board approval (Attachment 5)

SOURCE OF FUNDING:

Various funds.

DISCUSSION:

Effective Jan. 1, 2023, the California state minimum wage will increase from \$15 per hour to \$15.50 per hour. This increase will impact approximately 50 classifications in the county's classification and compensation structure. Increases to minimum wage over the last several years have led to significant minimum wage compaction and has eliminated appropriate differentials between entry and journey level classifications in the same career ladder.

In response, the County Administrative Office and the Human Resources Department solicited the assistance of an outside consulting firm, Municipal Resource Group (MRG), to develop a multi-phased approach to addressing several years of minimum wage compaction and misalignment in the county's classification and compensation structure.

On Dec. 22, 2022, your board approved the implementation of MRG's Phase 1, accomplishing compliance with 2023 California minimum wage and establishing 5% differentials in the career ladders impacted by minimum wage. It is the intent of Phase 2 to remedy severe compaction between classifications.

To address severe compaction between classifications, MRG and the Human Resources Department make the following recommendations:

- Place Assistant Auditor Controller (class # 0626) 10% above Deputy Auditor-Controller
- Place Employment and Training Program Coordinator (class # 0765) 10% above Senior Vocational Counselor
- Place Employment and Training Supervisor (class # 0724) 15% above Employment and Training Worker III
- Place Employment and Training Worker I (class # 0722A) 2.5% above Eligibility Specialist II
- Place Employment and Training Worker II (class # 0722B) 10% above Employment and Training Worker I
- Place Employment and Training Worker III (class # 0723) 10% above Employment and Training Worker II
- Place Executive Secretary (class # 0163) 5% above Administrative Secretary
- Place Senior Investigator - District Attorney (class # 0405) 10% above Investigator - District Attorney
- Place Senior Mental Health Clinician (class # 0917) 5% above Mental Health Clinician II
- Place Senior Staff Services Manager (class # 0395) 5% above Staff Services Manager
- Place Senior Substance Abuse Counselor (class # 0492) 10% above Substance Abuse Counselor II
- Place Senior Vocational Counselor (class # 1734) 10% above Vocational Counselor II
- Place Senior Welfare Investigator (class # 0741) 10% above Welfare Investigator II
- Place Social Worker I (class # 0727A) 2.5% above Employment and Training Worker I
- Place Social Worker II (class # 0727B) 10% above Social Worker I
- Place Social Worker III - MSS (class # 0727C) 10% above Social Worker II
- Place Social Worker III - County (class # 0777C) aligned with Social Worker III - MSS
- Place Social Worker IV A (class # 0707A) 5% above Social Worker III

- Place Social Worker IV B (class # 0707B) 5% above Social Worker IV A
- Place Social Worker IV C (class # 0707C) 5% above Social Worker IV B
- Place Social Worker IV D (class # 0707D) 5% above Social Worker IV C
- Place Social Worker Supervisor I (class # 1708) 15% above Social Worker III and align with Social Worker IV C
- Place Social Worker Supervisor II (class # 0714) 10% above Social Worker IV D
- Place Staff Services Analyst III (class # 0396) 5% above Staff Services Analyst II
- Place Staff Services Manager (class # 0395) 5% above Supervising Staff Services Analyst
- Place Supervising Mental Health Clinician (class # 0916) 10% above Senior Mental Health Clinician
- Place Supervising Staff Services Analyst (class # 0393) 5% above Staff Services Analyst III
- Place Supervising Therapist (class # 0940) from salary range 534 to 547% above Occupational Therapist and Physical Therapist
- Place Veterans Service Officer (class # 0672) from salary range 421 to 436% above Veterans Service Representative
- Place Vocational Counselor I (class # 0768A) 5% below Employment and Training Worker I
- Place Vocational Counselor II (class # 0768B) from salary range 406 to 414% above Vocational Counselor I
- Place Welfare Investigator Supervisor (class # 0740) 10% above Senior Welfare Investigator

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses			
Additional Appropriation Expected		\$2,453,474	\$2,572,378
<b>Total Expenditures</b>		<b>\$2,453,474</b>	<b>\$2,572,378</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State and Federal Sources		\$2,362,745	\$2,478,498
General Fund		\$90,729	\$93,880
<b>Total Funding Sources</b>		<b>\$2,453,474</b>	<b>\$2,572,378</b>

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

**Narrative Explanation of Financial Impact:**

If your Board approves the increases as proposed, the projected impact to the General Fund in FY 2023-24 is estimated at \$90,729. However, it should be noted that the Auditor-Controller is underfilling the Assistant Auditor-Controller position with a lower-paid classification, so the proposed increase is not expected to impact their department next year. Elsewhere in the General Fund, staff estimate there will be an increase of \$19,896 to the District Attorney’s Office’s budget (1100-205) in FY 2023-24 and \$20,617 in FY 2024-25. Staff estimate that the Public Defender and Conflict Counsel will experience a combined increase of \$45,234 in FY 2023-24 and \$46,381 in FY 2024-25 as a result of the proposed increases.

The majority of the increase (\$2,153,662) is expected to impact the Social Services fund, and increases there can be absorbed by claiming the increased expenses to state and federal funding sources. In total, this will increase the Social Worker I-IV and Social Worker Supervisor pay by \$1.79 million in FY 2023-24 and \$1.89 million in FY 2024-25. It will increase the total pay for the Employment & Training Worker I-III, Supervisor and Program Coordinator by \$302,000 in FY 2023-24 and \$316,000 in FY 2024-25.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

Detailed above

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework priority of investing in county employees.

OTHER AGENCY INVOLVEMENT:

Municipal Resource Group (MRG).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request to implement Phase 2. This is not recommended as these changes will appropriately compensate the effected classifications and remedy severe wage compaction issues.

ATTACHMENTS:

Attachment 1: Resolution No \_\_\_\_\_ approving the amendment of the January 1, 2022 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees;

Attachment 2: Resolution No \_\_\_\_\_ approving the amendment of the October 1, 2021 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization

Attachment 3: Resolution No \_\_\_\_\_ approving the amendment of the January 1, 2022 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization Law Enforcement Management (LEM) Unit

Attachment 4: Resolution No \_\_\_\_\_ approving the amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for designated Management and Confidential employees

Attachment 5: Amended 2023-05-28 Comprehensive Compensation Schedule and Classification Summary

PREVIOUS ACTION/REFERRAL:

Meeting of: January 4, 2022; March 1, 2022

File No.: 22-12; 22-19; 22-247; 22-248