



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C15**

For the meeting of: December 5, 2017

Date: November 3, 2017

To: Board of Supervisors

From: Connie Beck, Director  
Department of Health and Human Services

Subject: Reallocation of the incumbents in the Deputy Public Guardian-Conservator job class (class 0678) in budget unit (BU) 273 into the Deputy Public Guardian-Conservator I/II/III job class (class 0670) in budget unit (BU) 273.

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of the 1.0 full time equivalent (FTE) Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 03, BU 273), currently occupied by Aprille Akers to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 380, position 03, BU 273); and
2. Approve the reallocation of the of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 01, BU 273), currently occupied by Rachel Burns to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 380, position 01, BU 273); and
3. Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 02, BU 273), currently occupied by Matthew Clementz to the classification of Deputy Public guardian-Conservator II (class 0670, salary range 380, position 02, BU 273); effective the beginning of the bi-weekly pay period immediately following approval.

Prepared by Connie Hagquist, Staff Services Analyst - ES

CAO Approval [Signature]

REVIEW: WBA

Auditor WBA

County Counsel

Personnel AD

Risk Manager

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-22

Meeting of: 10/24/17

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

Ayes Sundberg, Fennell, Bass, Wilson

Nays

Abstain

Absent Bohn

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 12/5/17

By:

[Signature]  
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

At the request of the Department of Health and Human Services (DHHS), Human Resources (HR) has conducted a classification review of the Deputy Public Guardian-Conservator, Assistant Public Guardian-Conservator and Public Guardian. The purpose of the review was to determine if the positions are appropriately classified. Human Resources (HR) has determined that the existing class specification of Deputy Public guardian-Conservator no longer adequately reflects the current duties and responsibilities of the position and recommends that the new class of Deputy Public Guardian-Conservator I/II/III be adopted into the classification plan.

FINANCIAL IMPACT:

The Deputy Public Guardian-Conservator, Assistant Public Guardian Conservator and Public Guardian positions reside in fund 1160, budget unit 273 (Public Guardian-Conservator) which is monitored by Social Services Finance. The adoption of the new class, Deputy Public Guardian-Conservator I/II/III at range 380 will increase costs \$3,666.34 for the remainder of the 2017-18 fiscal year. Social Services is not requesting a budget adjustment as there are sufficient appropriations to cover the increased costs due to unanticipated vacancies during the first 5 months of the fiscal year.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

County Human Resources Classification Review Report



**Human Resources/Risk Management  
County of Humboldt  
825 5<sup>th</sup> Street, Room 100  
Eureka, CA 95501**

**DATE:** October 6, 2017

**TO:** Emilisa Botzler-Rodgers, HHS-Mental Health Branch Director

**FROM:** Becke Perry, Human Resources Analyst II

**SUBJECT: Classification review for the classes of Deputy Public Guardian-Conservator, Assistant Public Guardian-Conservator, and Public Guardian-Conservator.**

At the request of your department, Human Resources has conducted a classification review of the Deputy Public Guardian-Conservator, Assistant Public Guardian-Conservator, and Public Guardian-Conservator. The purpose of the review was to determine if the positions are appropriately classified.

Based upon the information provided by Kelli Schwartz in the related Job Analysis Questionnaire, and discussions with department representatives, Human Resources has determined that the existing class specification of Deputy Public Guardian-Conservator no longer adequately reflects the current duties and responsibilities of the position and recommends that the new class of Deputy Public Guardian-Conservator I/II/III be adopted into the classification plan. This new class was developed in conjunction with the Public Guardian-Conservator and provides a more accurate description of the varying levels of responsibilities and duties assigned to each position and set an appropriate salary range accordingly. The recommended salary ranges for each level of this new class are 370/380/390 respectively. Human Resources recommends reallocating all Deputy Public Guardian-Conservator positions as Deputy Public Guardian-Conservator I/II/III.

In addition to the development of a new class, the class specifications for Public Guardian-Conservator and Assistant Public Guardian-Conservator were revised to update mandated training requirements and reflect the current departmental structure. Human Resources recommends no change to the salary range for these classes.

Human Resources will request that the Board of Supervisors adopt the new class of Deputy Public Guardian-Conservator I/II/III and the revised class specifications for Public Guardian-Conservator and Assistant Public Guardian-Conservator on October 24, 2017. You will need to prepare a report to the Board of Supervisors following the adoption of the new classification with the following specific recommendations:

**"That the Board of Supervisors:**

**Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 03, BU 273), currently occupied by Aprille Akers.**

to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 03, BU 273); and

Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 01, BU 273), currently occupied by Rachel Burns to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 01, BU 273); and

Approve the reallocation of the 1.0 FTE Deputy Public Guardian-Conservator position (class 0678, salary range 377, position 03, BU 273), currently occupied by Matthew Clementz to the classification of Deputy Public Guardian-Conservator II (class 0670, salary range 377, position 03, BU 273)

effective the first full pay period following approval."

For informational purposes please include a copy of this report, along with the attached class specifications for Deputy Public Guardian-Conservator I/II/III, Public Guardian-Conservator and Assistant Public Guardian-Conservator with your report to the Board of Supervisors. Following board approval of the allocation, you will need to send completed Personnel/Position Action Forms for each individual being reallocated with a copy of the Board approved agenda item reallocating those positions.

If you have any questions please feel free to give me a call at 476-2349.

**Attachments:**

- New class specification for Deputy Public Guardian-Conservator I/II/III
- Revised class specification for Public Guardian-Conservator
- Revised class specifications for Assistant Public Guardian Conservator

**Cc: Kelli Schwartz  
Yvonne Winter  
Cindy Hammers**