



COUNTY OF HUMBOLDT

For the meeting of: 5/18/2021

File #: 21-599

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Allocate One Full-Time Equivalent Program Coordinator Position for the Department of Public Works
- Solid Waste Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one Full-Time Equivalent Program Coordinator (salary range 427, class 1425, unit 1) position in budget unit 3691-438 effective at the beginning of the next bi-weekly pay period following approval.

SOURCE OF FUNDING:

Solid Waste (3691)

DISCUSSION:

The Department of Public Works ("Public Works") seeks authorization to add one full-time equivalent Program Coordinator to the Solid Waste Division in response to increased solid waste compliance requirements related to California laws and regulations, including, without limitation, Senate Bill 1383 - *Short-lived climate pollutants: methane emissions: dairy and livestock: organic waste: landfills* ("SB 1363"). The intent of SB 1383 is to reduce short-lived climate pollutants in California through a variety of methods. SB 1383 requires counties to implement and have in place, ordinances, plans for implementing edible food recovery programs, plans for changes in franchise agreements, educational outreach, capacity planning and procurement procedures before Jan. 1, 2022.

Public Works is currently meeting above-referenced requirements by assigning solid waste compliance duties to various Public Works personnel. This has had a significant impact on the primary duties of these Public Works employees as requirements have grown over the years and that trend is expected to continue.

The allocation of the Program Coordinator position will provide Public Works with the personnel necessary to have a point person with expertise related to solid waste compliance. This will also allow other Public Works employees to focus on their primary job duties that are not related to the specific solid waste requirements.

FINANCIAL IMPACT:

The estimated cost of funding the Program Coordinator position for the remainder of fiscal year 2020-21 is Eleven Thousand One Hundred Fifty-One Dollars and Thirty-Two Cents (\$11,151.32). There are sufficient funds in the Solid Waste budget to cover the cost of this position. Ongoing funding for the Program Coordinator position will come from Franchise Fees collected. Allocation of the Program Coordinator Position will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure, creating opportunities for improved safety and health and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to allocate the Program Coordinator position for the Public Works - Solid Waste Division. However, this alternative is not recommended as this position has been identified as necessary to assist Public Works with meeting increased solid waste compliance requirements.

ATTACHMENTS:

1. Program Coordinator Job Specifications

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A