



COUNTY OF HUMBOLDT

For the meeting of: 1/14/2020

File #: 19-1756

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Reallocation of Staff Services Analyst II to Staff Services Analyst III

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of the Staff Services Analyst II Merit System Services (MSS) (class 0391, salary range 416, unit 01) in budget unit 511 held by Christine Messinger to Staff Services Analyst III (MSS) (class 0392, salary range 431, unit 01) in budget unit 511; effective the pay period following Board approval.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The Department of Health and Human Services (DHHS) requested Cooperative Personnel Service (CPS) HR to review the duties performed by Christine Messinger, Staff Services Analyst II to determine if the position is appropriately classified and provide a recommendation as to the best classification based on the duties assigned to the position. After review by CPS HR it was determined that Ms. Messinger be reclassified to Staff Services Analyst III. Human Resources reviewed the Oct. 17, 2019 CPS HR classification study and is agreement that the position occupied by Ms. Messinger is not appropriately classified as a Staff Services Analyst II and recommends that Ms. Messinger be reclassified to a Staff Services Analyst III.

FINANCIAL IMPACT:

The net cost increase associated with this reallocation for the remainder of fiscal year 2019-20, starting the last pay period of Jan. 2020, is estimated to be \$3,751. This position will be funded by Social Services revenues Federal Title IV-E, Title XIX, Realignment and already approved fiscal year 2019-20 county General Fund. This position will be allocated to Fund 1160, Budget Unit 511. There is sufficient appropriation in Social Services Budget Unit 1160-511 due to funded vacant positions for this position reallocation. There will be no impact to the county General Fund.

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STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

CPS HR

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the reallocation. However, this alternative is not recommended as we would not be following the recommendations of CPS HR or Human Resources.

ATTACHMENTS:

1. CPS HR classification review
2. Human Resources classification review

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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