



COUNTY OF HUMBOLDT


AGENDA ITEM NO.

C-33

For the meeting of June 27, 2017

Date: June 20, 2017

To: Board of Supervisors

From: John H. Ford, Director of Planning and Building Department 

Subject: Reallocate 37.5 hour Senior Office Assistant to 40 hour Senior Office Assistant and approve a step advancement for Suzanne Lippre, Senior Office Assistant

RECOMMENDATIONS:

That the Board of Supervisors:

1. The reallocation of the 37.5 hour Senior Office Assistant (class 130, salary range 321) in budget unit 277 occupied by Suzanne Lippre to 40 hour Senior Office Assistant (class 135, salary range 334); and
2. Approve a step advancement for Suzanne Lippre Senior Office Assistant (class 135, salary range 334) in budget unit 277 from step A to Step C, pursuant to section 7 of the Humboldt County Salary Resolution (4/5 vote required) effective the beginning of the biweekly pay period following approval.

SOURCE OF FUNDING: General Fund, Budget Unit 277

Prepared by \_\_\_\_\_ Catherine Munsee \_\_\_\_\_

CAO Approval  \_\_\_\_\_

REVIEW: Auditor \_\_\_\_\_ County Counsel  Personnel  Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor  Sundberg Seconded by Supervisor  Fennell  
 Ayes  Sundberg,  Fennell,  Bass,  Bohn  
 Nays \_\_\_\_\_  
 Abstain \_\_\_\_\_  
 Absent  Wilson

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

Dated:  June 27, 2017  
 By:  \_\_\_\_\_  
 Kathy Hayes, Clerk of the Board

DISCUSSION:

The recommendation included in this agenda item supports the reorganization of the Planning and Building Department by reallocating the 37.5 hour Senior Office Assistant position to a 40 hour Senior Office Assistant position. This position serves as the Planning Commission and Zoning Administrator clerk. The increased volume of permits going to public hearing supports the change from 37.5 hours to 40.0 hours per week in order to better serve the needs of the applicants and the community.

The department also recommends that, upon reallocation, Suzanne Lippre receive advanced step C for the Senior Office Assistant position, pursuant to section 7 of the Humboldt County Salary Resolution. Suzanne's skills and experience warrant an appointment at this advanced salary step.

FINANCIAL IMPACT:

The reallocated position of the 40 hour Senior Office Assistant position is recommended at salary range 334 which is \$3,213.75 per month at advanced step C. Funds for the position are expected due to salary savings in budget unit 277 for the fiscal year 2017-2018.

The recommendations included in this agenda item support the Board of Supervisors' Strategic Framework by managing County resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not reallocate the 37.5 Senior Office Assistant to a 40 hour Senior Office Assistant and not approve a step advancement for Suzanne Lippre, Senior Office Assistant.

ATTACHMENTS:

None