



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

**Date:** November 7, 2019

**To:** Connie Beck, Director of the Department of Health and Human Services

**From:** Human Resources

**Subject:** Classification Review of Office Assistant III (MSS) Job Classification

On September 27, 2019, you received a letter from CPS HR regarding the Merit System Services (MSS) job classification of Office Assistant III (M/C). In this letter, it stated that the Office Assistant III (MSS) job classification is comparable to the County's classification of Senior Office Assistant (M/C) in both type of duties performed and minimum qualifications. Upon receipt of this letter, you requested for Human Resources to conduct a classification review of the Office Assistant III (MSS) allocated to DHHS in the Employee Services division. There is currently only 1 allocation of this classification within DHHS, which has been vacant since September 28, 2019.

In conducting a review of the applicable County and MSS job specifications and the CPS HR letter dated September 27, 2019, the Human Resources Department has determined that the Office Assistant III (MSS) position is not appropriately allocated. Based on the duties and responsibilities described below, the Human Resources Department recommends that the Office Assistant III (M/C) (MSS) job classification be reallocated to a Senior Office Assistant (M/C) (MSS), which is supportive of the findings made by CPS HR in their September 27, 2019 letter.

You will need to prepare a report to the Board of Supervisors with following specific recommendations:

“That the Board of Supervisors:

1. Approve the reallocation of the Office Assistant III (MSS) (salary range 342, class 0186, unit 09) position 01 in budget unit 511 to a Senior Office Assistant (MSS) (salary range 368, class 0110, unit 09) position 01 in budget unit 511; effective the pay period following Board approval”.

Human Resources requests that you please include a copy of this report with your agenda item submitted to the Board of Supervisors for informational purposes. If you have any questions regarding this report, please contact Human Resources at 707-476-2349.

Attachments:

- 2019-09-27 CPS HR Letter to Connie Beck
- Job specification for Office Assistant III (MSS)
- Job specification for Senior Office Assistant (M/C)

cc: Yvonne Winter, DHHS-Employee Services