



COUNTY OF HUMBOLDT

For the meeting of: 12/17/2024

File #: 25-21

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of the Compensation Schedule to Implement 2025 California Minimum Wage

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Compensation Schedule effective December 22, 2024 (Attachment 1); and
2. Approve the revised salary ranges as follows, effective December 22, 2024:
 - Medical Office Assistant I/II (classification # 0574A/B), from salary ranges 338/349 to salary ranges 341/351, effective the pay period following board approval; and
 - Building Maintenance Custodian (classification # 0268), from salary range 339 to salary range 341, effective the pay period following board approval; and
 - Recordable Documents Examiner I (37.5) (classification # 0155A), from salary range 325 to salary range 328, effective the pay period following board approval; and
 - Recordable Documents Examiner I/II (classification # 0155A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Animal Shelter and Care Attendant I (classification # 0440A), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Assessment Technician I (classification # 0172A), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Child Care Worker (classification # 1732), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Child Support Assistant I (MSS) (classification # 0366A), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Custodian (classification # 0276), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Senior Custodian (classification # 0366A), from salary range 348 to salary range 351, effective the pay period following board approval; and
 - Election Worker (classification # 0191), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Election Worker - Rover (classification # 0192), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Fiscal Assistant I (classification # 0177A), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Laborer (classification # 0266), from salary range 338 to salary range 341, effective the pay period following board approval; and

- approval; and
 - Legal Clerk I/II (classification # 0351A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Legal Office Assistant I/II (classification # 0178A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Library Assistant I/II (classification # 0157A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Library Shipping Clerk (classification # 0156), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Mail Services Driver (classification # 0162), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Medical Clinic Assistant I/II (classification # 0513A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Mental Health Cook's Aide (classification # 0435), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Office Assistant I/II (classification # 0179A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Parent Partner I/II (classification # 0578A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Parent Partner III (classification # 0579), from salary range 358 to salary range 361, effective the pay period following board approval; and
 - Peer Coach I/II (classification # 0576A/B), from salary ranges 338/348 to salary ranges 341/351, effective the pay period following board approval; and
 - Peer Coach III (classification # 0577), from salary range 358 to salary range 361, effective the pay period following board approval; and
 - Services Support Assistant I (classification # 1137A), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Stock Clerk (classification # 1733), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Student Professional Worker (classification # 0673), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Vocational Trainee (classification # 0742T), from salary range 338 to salary range 341, effective the pay period following board approval; and
 - Vocational Assistant (MSS) (classification # 0742), from salary range 348 to salary range 351, effective the pay period following board approval; and
3. Abolish the Page classification (classification # 0190) from the classification system effective the pay period following board approval; and
 4. Adopt the Resolution (Attachment 2) approving the amendment of the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The government of the State of California has increased the minimum wage from \$16 per hour to \$16.50 per hour, effective January 1, 2025. Human Resources recommends implementing the following salary range increases in order to be compliant with the new legally required minimum wage, as well as maintain internal alignment of classifications:

- Medical Office Assistant I/II (classification # 0574A/B), from salary ranges 338/349 to salary ranges 341/351; and
- Building Maintenance Custodian (classification # 0268), from salary range 339 to salary range 341; and

- Recordable Documents Examiner I (37.5) (classification # 0155A), from salary range 325 to salary range 328; and
- Recordable Documents Examiner I/II (classification # 0155A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Animal Shelter and Care Attendant I (classification # 0440A), from salary range 338 to salary range 341; and
- Assessment Technician I (classification # 0172A), from salary range 338 to salary range 341; and
- Childcare Worker (classification # 1732), from salary range 338 to salary range 341; and
- Child Support Assistant I (MSS) (classification # 0366A), from salary range 338 to salary range 341; and
- Custodian (classification # 0276), from salary range 338 to salary range 341; and
- Senior Custodian (classification # 0366A), from salary range 348 to salary range 351; and
- Election Worker (classification # 0191), from salary range 338 to salary range 341; and
- Election Worker - Rover (classification # 0192), from salary range 338 to salary range 341; and
- Fiscal Assistant I (classification # 0177A), from salary range 338 to salary range 341; and
- Laborer (classification # 0266), from salary range 338 to salary range 341; and
- Legal Clerk I/II (classification # 0351A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Legal Office Assistant I/II (classification # 0178A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Library Assistant I/II (classification # 0157A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Library Shipping Clerk (classification # 0156), from salary range 338 to salary range 341; and
- Mail Services Driver (classification # 0162), from salary range 338 to salary range 341, effective the pay period following board approval; and
- Medical Clinic Assistant I/II (classification # 0513A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Mental Health Cook's Aide (classification # 0435), from salary range 338 to salary range 341; and
- Office Assistant I/II (classification # 0179A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Parent Partner I/II (classification # 0578A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Parent Partner III (classification # 0579), from salary range 358 to salary range 361; and
- Peer Coach I/II (classification # 0576A/B), from salary ranges 338/348 to salary ranges 341/351; and
- Peer Coach III (classification # 0577), from salary range 358 to salary range 361; and
- Services Support Assistant I (classification # 1137A), from salary range 338 to salary range 341; and
- Stock Clerk (classification # 1733), from salary range 338 to salary range 341; and
- Student Professional Worker (classification # 0673), from salary range 338 to salary range 341; and
- Vocational Trainee (classification # 0742T), from salary range 338 to salary range 341; and
- Vocational Assistant (MSS) (classification # 0742), from salary range 348 to salary range 351; and

Human Resources recommends implementing this on December 22, 2024, as this is the pay period that encompasses January 1, 2025, and will ensure the county is compliant with the \$16.50 minimum wage requirement on that date.

SOURCE OF FUNDING:

All County Funds.

FINANCIAL IMPACT:

<i>Expenditures (Various)</i>	FY24-25	FY25-26 Projected*
Budgeted Expenses	\$75,657	\$158,880
Additional Appropriation Requested	\$0	\$0
Total Expenditures	\$75,657	\$158,880

**Projected amounts are estimates and are subject to change.*

<i>Funding Sources (Various)</i>	FY24-25	FY25-26 Projected*
General Fund	\$17,931	\$37,656
DHHS Funds	\$51,439	\$108,022
Other Funds	\$6,287	\$13,202
Total Funding Sources	\$75,657	\$158,880

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The estimated impact of the increase in minimum wage for FY 2024-25 is \$75,657 across 9 funds, impacting DHHS funds the most. It is anticipated that these funds and budget units will have sufficient salary savings to cover these increases in FY 2024-25. The increase will be included in future annual budget cycles.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

This item has no staffing impact, other than the increase in wages for the affected classifications.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board can choose not to implement these changes, although it is not recommended as we are legally required to pay employees' at least minimum wage.

ATTACHMENTS:

Attachment 1 - 2024-12-22 Compensation Schedule

Attachment 2 - Resolution No. _____

PREVIOUS ACTION/REFERRAL:

Meeting of: 01/04/2022

File No.: 22-12