



COUNTY OF HUMBOLDT

For the meeting of: 11/19/2019

File #: 19-1452

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:
Reclassify Current Senior Office Assistant to Executive Secretary (M/C)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve correction of the position classification for the 1.0 FTE Senior Office Assistant from salary range 348, class 0163, Step E, unit 01 in budget unit 277 to a 1.0 FTE Executive Secretary (M/C), salary range 390, class 0167, Step A, unit 08 and reclassify the incumbent, Suzanne Lippre, in budget unit 277 effective retroactively to November 21, 2018.

SOURCE OF FUNDING:
General Fund and permit fees.

DISCUSSION:
On August 20, 2019 the Board of Supervisors approved the reallocation of the Senior Office Assistant position currently held by Suzanne Lippre in budget unit 277 to an Executive Secretary (M/C) position in budget unit 277 effective retroactively to November 21, 2018. The effective date is based on the Final Class Study Report from Koff and Associates.

The original Board report incorrectly identified the position class as 0163, a 37.5 hour per week position classification. This Board report corrects the position classification to Salary Range 390, Classification Number 0167, Management and Confidential based on current and anticipated duties required of this position in support of the department director. Ms. Lippre is responsible for written correspondence and emails that often require confidentiality.

As with the original Board report, this request is proposed to be effective retroactively to November 21, 2018, the date of the Koff and Associates final classification study report as stated in the Board report approved on August 20, 2019.

FINANCIAL IMPACT:

The financial impact will total approximately \$8,300.00 including the retroactive compensation for the prior fiscal year and the current fiscal year compensation adjustment due to the advancement to salary Step B. The financial impact analysis includes taxes, insurance, California Public Employees' Retirement System (PERS) and Public Agency Retirement Services (PARS). The additional cost will be covered by salary savings. The Planning and Building Department budgeted for an extra help position in budget unit 277. Due to a redistribution of work, the extra help position is not being filled in the current fiscal year.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to deny this correction. However, this is not recommended because the reallocation of the position was not intended to reduce the work hours of the employee and the Management and Confidential Executive Secretary position aligns with the County position classifications and salary schedule.

ATTACHMENTS:

Classification Review

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: August 20, 2019

File No.: 19-1167