



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-31

For the meeting of: June 27, 2017

Date: June 12, 2017
To: Board of Supervisors
From: Daniel Fulks, Director of Human Resources
Subject: Adopt the New Management Classification of Library Operations Manager into the Classification Plan and Allocate One Library Operations Manager in Budget Unit 621

RECOMMENDATIONS:

That the Board of Supervisors:

1. Adopt the new 40 hour per week management job class of Library Operations Manager (class 0661, salary range 476, unit 8) into the classification plan effective July 1, 2017; and
2. Allocate one 1.0 FTE Library Operations Manager (class 0661, salary range 476) position in budget unit 621 effective July 1, 2017; and
3. Adopt Resolution No. 17-50 (attached) approving the Amendment to Attachment I of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal year 2016-2017 for the purpose of including the management job class of Library Operations Manager (class 0661, salary range 476, unit 8).

SOURCE OF FUNDING: Library Funds, Budget Unit 621

Prepared by Daniel Fulks

CAO Approval

REVIEW: Auditor _____ County Counsel Sm Personnel DF 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: [Signature]
Kathy Hayes, Clerk of the Board

DISCUSSION:

The recommendation included in this agenda item concern the reorganization of the Library including a proposed new job class to serve as first line manager for the main branch of the Library.

At the request of the County Librarian, Human Resources (HR) conducted a review of a proposed reorganization of the Library. The intended purpose of the reorganization is to respond to changing demands and growth in services provided by the Library. All current divisions within the Eureka Library, with the exception of system-wide technical services, will be centralized along with coordination of volunteers.

The review conducted by HR staff consisted of conversations between Vanessa Christman, County Librarian, William Love, Administrative Analyst, Stephanie Bunch, HR and analysis of the Job Analysis Questionnaire.

The proposed reorganization will be implemented in stages with the addition of the proposed Library Operations Manager as Phase 1. The addition of the proposed position will provide solid ground to build upon. The Library and HR will return to your Board prior to moving forward with development of Phase 2.

FINANCIAL IMPACT:

The proposed position of Library Operations Manager is recommended at salary range 476 which is \$7,209 per month which will be offset with salary savings from vacant positions. Funds for the position are included in the Library 2017-18 budget, budget unit 621.

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:

Your Board could choose to not adopt the new management class of Library Operations Manager.

ATTACHMENTS:

Job Description for Library Operations Manager

Resolution No. 17-576 approving the Amendment to Attachment A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17.

Attachment 1 of Exhibit A (as amended) of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2015-16 and 2016-17.

LIBRARY OPERATIONS MANAGER

DEFINITION

Under direction, plans, organizes and implements library operations to ensure the most efficient use of staff and library resources for optimum services.

DISTINGUISHING CHARACTERISTICS

The Library Operations Manager has responsibility for operations in the main library including circulation, reference, facilities and technology. Incumbent participates in the library management team for planning, organizing, coordinating and supervision of the assigned facility and system-wide service. This class is distinguished from the Director of Library Services in that the latter has overall management responsibility for library activities and services.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates daily operations of the main branch of the library including communicating and implementing policies, procedures, services and projects.
- Communicates and coordinates daily circulation operations activities, policies, processes and services throughout the library system.
- Participates as a member of the library management team, contributes to the development of department goals, objectives, policies, service standards, budget and fosters a cooperative work environment.
- Investigates and resolves staff and patron problems, patron account disputes, incidents, concerns and conflicts within established policies and rules for safety.
- Tracks and monitors assigned budget and produces required reports for main branch of the library and assigned functions.
- Recommends the appointment of personnel, provides and coordinates staff training, conducts performance evaluations, may recommend discipline as appropriate.
- Administers vendor contracts and agreements, coordinates activities between vendors and the department.
- Communicates with maintenance and custodial staff on condition of the interior and exterior of the main library, coordinates needed up keep and maintenance of equipment.

Library Operations Manager

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- Coordinates security of the main library, equipment and staff; serves as primary contact with security service, police and fire departments.
- Serves as system administration and manages technology systems for library staff and public access computers; serves as liaison to County IT and third party vendors; identifies modern technology solutions to improve services.
- Manages and approves payroll time entries and leave requests.
- Coordinates volunteer activities in support of the library; prepares information of volunteer activities for distribution to local media.
- Prepares a variety of reports using data collected and analyzed.
- Develop and implement programs and events within the main library; conduct programs and events for the public.

QUALIFICATIONS

Knowledge of:

Principles and practices supervision, training, selection, motivation, work evaluation, discipline and personnel management.

Basic principles and practices of governmental accounting, budget preparation, monitoring and administration.

Principles and practices of facility maintenance and security.

Principles and practices of library policies, programs, program planning and implementation, systems development and library operational trends and practices.

Detailed knowledge of integrated information systems, computer software and hardware.

Communication techniques required for gathering, evaluating and transmitting information and directing group discussions.

Principles and practices of general and statistical research, analysis and presentation.

Safety policies and procedures.

Local needs of the communities served by the library system.

Standard usage of the English language including spelling, punctuation and grammar.

Skill in:

Planning, directing, motivating and supervising assigned professional, technical and support staff.
Developing, administering and monitoring budgets.
Coordinating programs and services internally, with other departments, volunteer groups and outside agencies.
Analyzing complex administrative problems, evaluating alternatives, and recommending effective courses of action.
Principles and practices of dispute resolution with patrons.
Preparing clear and concise reports, correspondence, and outreach informational materials.
Communication techniques for effective presentations to volunteer groups and the public.
Coordinating multiple complex projects and meeting critical deadlines.
Assisting in developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
Interpreting community interests and needs.
Managing integrated information systems.
Establishing and maintaining an effective working relationship with a variety of individuals and groups, including library staff, patrons, community groups and service providers.

Other Requirements:

Possession of a valid California driver's license. Must be willing to work evenings and weekends.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in Library Science, or possession of a Master's degree in Library Science, and five years lead or supervisory experience in a public library.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of June 27, 2017

RESOLUTION NO. 17-56

**RESOLUTION AMENDING RESOLUTION NO. 16-10 (2015-2016 and 2016-2017
COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND
FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)**

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-10 to adopt the new management job class of Library Operations Manager and establish the salary level for the class of Library Operations Manager.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Attachment 1 to Exhibit A of Resolution No. 16-10, effective January 19, 2016 to:

Add the new classification of Library Operations Manager, class number 0661, salary range 476, unit 08 into the classification plan; and

Allocate one 1.0 FTE Library Operations Manager (class 0661, salary range 476) position in budget unit 621 effective July 1, 2017; and

2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation dates stated therein.

Dated: June 27, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn
NAYS:	Supervisors	--
ABSENT:	Supervisors	Wilson
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of June 27, 2017

RESOLUTION NO. 17-56

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606	Accountant/Auditor I	N	391	395	399
0606	Accountant/Auditor II	E	413	417	421
0199	ADA Coordinator	E	-	446	450
0605	Administrative Analyst I	E	411	415	419
0605	Administrative Analyst II	E	442	446	450
1115	Administrative Assistant/Deputy Clerk of the Board I	N	374	378	382
1115	Administrative Assistant/Deputy Clerk of the Board II	N	394	398	402
1115	Administrative Assistant/Deputy Clerk of the Board III	E	414	418	422
0166	Administrative Secretary	N	355	359	363
0775	Administrative Services Manager	E	444	448	452
0776	Administrative Services Officer	E	419	423	427
0102	Administrative Support Manager to the BOS/Clerk of the Board	E	442	446	450
0617	Airport Manager	E	454	458	462
0439	Animal Control And Facilities Manager	E	424	428	432
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	E	450	454	458
0646	Assistant Auditor-Controller	E	485	489	493
0474	Assistant Chief Probation Officer	E	485	489	493
0408	Assistant Coroner-Public Administrator	E	439	443	447
0601	Assistant County Administrative Officer	E	564	568	572

FLSA Exempt Status Codes:
"E" = Exempt Status
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SALARY RANGE FOR
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UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0109	Assistant County Clerk	E	422	426	430
0603	Assistant County Counsel	E	566	570	574
0142	Assistant Dir. of Child Support Services	E	496	500	504
0922	Assistant Dir. of Psychiatric Nursing	E	488	492	496
0650	Assistant Director - Administration Health & Human Services	E	561	565	569
0651	Assistant Director of Human Resources	E	508	512	516
0655	Assistant Director of Library Services	E	481	485	489
0649	Assistant Director- Programs Health & Human Services	E	561	565	569
0616	Assistant District Attorney	E	546	550	554
0108	Assistant Payroll/Position Control Manager	N	389	393	397
0625	Assistant Public Defender	E	542	546	550
0677	Assistant Public Guardian	E	410	414	418
0682	Assistant Treasurer & Tax Collector	E	485	489	493
0303	Associate Engineer	E	476	480	484
0117	Budget Specialist	E	438	442	446
0608	Business Manager	E	438	442	446
0198	CAO Project Manager	E	485	489	493
0838	Chief Building Official	E	503	507	511
0368	Child Support Program Manager	E	489	493	497
0680	Child Support Special Programs Coord.	E	420	424	428

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0942	Clinic Physician (extra help only)	E	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852	Compliance and Quality Assurance Administrator	E	475	479	483
0207	County Surveyor	E	478	482	486
0759	Departmental Information Systems Supervisor	E	446	450	454
0618	Deputy Auditor-Controller	E	485	489	493
0931	Deputy Branch Director	E	523	527	531
0599	Deputy County Administrative Officer	E	520	524	528
0600	Deputy County Counsel I	E	427	431	435
0600	Deputy County Counsel II	E	460	464	468
0600	Deputy County Counsel III	E	493	497	501
0600	Deputy County Counsel IV	E	525	529	533
0438	Deputy Director - Sheriff's Administration	E	485	489	493
0554	Deputy Health Officer	E	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315	Deputy Planning Director	E	503	507	511
0300	Deputy Public Works Director	E	512	516	520
0307	Deputy Public Works Director - Environmental Services	E	490	504	508
0200	Deputy Public Works Director - Facilities Management	E	498	502	506
0301	Deputy Public Works Director - General Services	E	481	485	489
0619	Development Assistance Manager	E	485	489	493
0510	Director of Environmental Health	E	499	503	507

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UNITS 8 AND 9
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0932	Director of Psychiatric Nursing	E	499	503	507
0508	Director of Public Health Nursing	E	499	503	507
0638	Economic Development Coordinator	E	465	469	473
0634	Economic Development Specialist	E	442	446	450
0119	Elections Manager	E	444	448	452
0193	Emergency Services Manager	E	424	428	432
0851	Employment and Training Manager	E	489	493	497
0341	Environmental Permitting and Compliance Manager	E		460	464
0202	Equipment Superintendent	E	439	443	447
0103	Executive Assistant to the CAO	N	376	380	384
0167	Executive Secretary	N	374	378	382
0181	Executive Secretary-Children & Family Commission	N	374	378	382
0253	Facility Maintenance Manager	E	428	432	436
0252	Facility Maintenance Supervisor	N	395	399	403
0184	Fiscal Officer	E	419	423	427
0174	Fiscal Services Supervisor	N	391	395	399
0545	Health & Human Services - Mental Health Branch Director	E	542	546	550
0544	Health & Human Services - Public Health Branch Director	E	542	546	550
0818	Health & Human Services - Social Services Branch Director	E	542	546	550

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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0814	Health and Human Services - Deputy Director-Employee Services	E	518	522	526
0817	Health and Human Services - Deputy Director-Finance	E	518	522	526
0816	Health and Human Services - Deputy Director-Information Services	E	518	522	526
0840	Health Officer-Medical Director	E	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645	Housing and Assistance Coordinator	E	442	446	450
0697	Human Resources Analyst - Risk I	E	414	418	422
0697	Human Resources Analyst - Risk II	E	442	446	450
0684	Human Resources Analyst I	E	414	418	422
0699	Human Resources Technician I	N	363	367	371
0699	Human Resources Technician II	N	392	396	400
0380	Information Systems Supervisor	E	446	450	454
0417	Investigator	E	428	432	436
0413	Investigator (Code Enforcement)	E	442	446	450
0644	IT Applications Analyst Supervisor	E	466	470	474
0131	IT Division Director	E	518	522	526
0645	IT Systems Supervisor	E	452	456	460
0482	Juvenile Corrections Facility Manager	E	429	433	437
0815	Legal Accounting Specialist	N	374	378	382
0683	Legal Analyst	E	442	446	450
0197A	Legal Office Assistant I	N	302	306	310

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UNITS 8 AND 9
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0197B	Legal Office Assistant II	N	322	326	330
0134	Legal Office Business Manager	E	457	461	465
0143	Legal Office Services Manager	E	419	423	427
0139	Legal Secretary I	N	333	337	341
0139	Legal Secretary II	N	352	356	360
0652	Library Division Manager	E	458	462	466
0661	Library Operations Manager	E	-	-	476
0344	Manager-Clerk/Recorder's Office	E	-	448	452
0902	Medical Director	E	717	721	725
0905	Medical Records Manager	E	462	466	470
0169	Office Assistant I	N	284	288	292
0169	Office Assistant II	N	305	309	313
0118	Office Services Supervisor	N	378	382	386
0452	Paralegal I	N	344	348	352
0452	Paralegal II	N	363	367	371
0938	Payroll/Personnel Specialist	N	352	356	360
0941	Payroll/Personnel Supervisor	N	384	388	392
0113	Payroll/Position Control Manager	E	419	423	427
0336	Permit Supervisor	E	448	452	456
0151	Personnel Assistant	N	320	324	328
0609	Personnel Technician	N	363	367	371

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0937	Physician/Psychiatrist	E	686	690	694
0930	Physician/Psychiatrist (extra help only)	E	733	737	741
0687	Policy and Legislative Manager (MSS)	E	475	479	483
0475	Probation Division Director	E	449	453	457
0425	Program Coordinator	E	424	428	432
0934	Program Manager	E	489	493	497
0747	Program Manager I	E	489	493	497
0750	Program Manager II	E	499	503	507
0146	Public Education and Information Manager (MSS)	E	466	470	474
0842	Public Guardian	E	446	450	454
0512	Public Health Lab Director	E	514	518	522
0516	Public Health Lab Manager	E	481	485	489
0195	Public Information Specialist	E	411	415	419
0129	Public Works Dispatcher	N	345	349	353
0221	Purchasing Coordinator	E	-	406	410
0620	Real Property Manager	E	469	473	477
0700	Risk Manager	E	475	479	483
0201	Road Superintendent	E	434	438	442
0175	Secretary	N	339	343	347
0605	Senior Administrative Analyst	E	465	469	473
0605	Senior Administrative Analyst Trainee	N	383	387	391

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0598	Senior Deputy County Counsel	E	540	544	548
0123	Senior Fiscal Assistant	N	357	361	365
0539	Senior Health Program Manager	E	439	443	447
0690	Senior Human Resources Analyst - Risk	E	454	458	462
0138	Senior Legal Secretary	N	374	378	382
0110	Senior Office Assistant	N	352	356	360
0685	Senior Payroll/Personnel Specialist	N	362	366	370
0928	Senior Program Manager - Mental Health	E	499	503	507
0929	Senior Program Manager - Public Health	E	499	503	507
0924	Senior Psychiatrist	E	702	706	710
0394	Senior Staff Services Manager	E	456	460	464
0182	SSB Secretary II (MSS class)	N	355	359	363
0729	Staff Services Analyst I	E	411	415	419
0729	Staff Services Analyst II	E	442	446	450
0396	Staff Services Analyst III	E	444	448	452
0395	Staff Services Manager	E	446	450	454
0610	Supervising Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0114	Supervising Legal Secretary	N	384	388	392

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0114	Supervising Legal Secretary	N	384	388	392
0681	Supervising Planner	E	466	470	474
0681	Supervising Planner	E	466	470	474
0470	Supervising Probation Officer	E	429	433	437
0470	Supervising Probation Officer	E	429	433	437
0674	Supervising Tax-Collector	N	383	387	391
0674	Supervising Tax-Collector	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391

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