



COUNTY OF HUMBOLDT

For the meeting of: 11/4/2025

File #: 25-1162

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of Amended Classification Specifications and Salary Ranges for the Public Works Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended classification specification (Attachment 1) for Boat Operator I/II (classification # 0431A/B) into the classification system effective the pay period following board approval;
2. Approve the revised salary range for Boat Operator I/II (classification # 0431A/B), from salary range 357/371 to salary range 385/405, effective the pay period following board approval;
3. Abolish the Senior Boat Operator classification (classification # 0441) from the classification system effective the pay period following board approval;
4. Abolish the Senior Road Maintenance Worker classification (classification # 0216) from the classification system effective the pay period following board approval;
5. Approve the revised salary range for Bridge Crew Supervisor (classification # 0205), from salary range 435 to salary range 463, effective the pay period following board approval;
6. Adopt the amended classification specification (Attachment 2) for Bridge Maintenance Worker (classification # 0229) into the classification system effective the pay period following board approval;
7. Approve the revised salary range for Bridge Maintenance Worker (classification # 0229), from salary range 385 to salary range 433, effective the pay period following board approval;
8. Adopt the amended and retitled classification specification (Attachment 3) from Equipment Mechanic I/II to Heavy Equipment Technician I/II (classification # 0224A/B) into the classification system effective the pay period following board approval;
9. Approve the revised salary range for the retitled classification of Heavy Equipment Technician I/II (classification # 0224A/B), from salary range 382/402 to salary range 421/441, effective the pay period following board approval;
10. Adopt the amended and retitled classification specification (Attachment 4) from Construction Projects Manager (classification # 0206) to Capital Projects Architect I/II (classification # 0206A/B) into the classification system effective the pay period following board approval;
11. Approve the revised salary range for the retitled classification of Capital Projects Architect I/II (classification # 0206A/B), from salary range 529 to salary range 559/579, effective the pay period following board approval;
12. Adopt the amended and retitled classification specification (Attachment 5) from Deputy Public Works Director - Facilities Management to County Architect (classification # 0200) into the classification system effective the pay period following board approval;
13. Approve the revised salary range for the retitled classification of County Architect (classification # 0200), from salary range 542 to salary range 609, effective the pay period following board approval;
14. Adopt the amended classification specification (Attachment 6) for Construction Project Coordinator I/II (classification #

- 0664A/B) into the classification system effective the pay period following board approval;
15. Approve the revised salary range for Heavy Equipment Maintenance Supervisor (classification # 0213), from salary range 441 to salary range 471, effective the pay period following board approval;
 16. Approve the revised salary range for Equipment Superintendent (classification # 0202), from salary range 483 to salary range 501, effective the pay period following board approval;
 17. Approve the revised salary range for Road Superintendent (classification # 0201), from salary range 478 to salary range 501, effective the pay period following board approval;
 18. Approve the revised salary range for Roads Division Manager (classification # 0210), from salary range 521 to salary range 531, effective the pay period following board approval;
 19. Place Jake Johnson into the Capital Projects Architect II classification at Step E, effective the pay period following board approval;
 20. Adopt the Compensation Schedule effective November 9, 2025 (Attachment 7);
 21. Adopt the Resolution (Attachment 8) approving the amendment of the 2025-2026 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees; and
 22. Adopt the Resolution (Attachment 9) approving the amendment of the 2022-2024 Compensation Plan for Designated Management and Confidential 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 Human Resources Department conducted a classification and compensation study of the Public Works Department - Roads and Facilities Divisions, at the request of the Public Works Department due to their significant struggles with recruitment and retention.

The Human Resources Department conducted an in-depth analysis, including looking at comparator agencies as well as internal comparators. A summary of the recommendations is below.

Classification Review

- Adopt the updated Boat Operator I/II class spec
- Adopt the updated Bridge Maintenance Worker class spec
- Adopt the updated and retitled Heavy Equipment Technician I/II class spec
- Adopt the updated and retitled Capital Projects Architect I/II class spec
- Adopt the updated Construction Project Coordinator I/II class spec
- Adopt the updated and retitled County Architect class spec
- Remove the Senior Road Maintenance Worker from the classification system
- Remove the Senior Boat Operator from the classification system
- Agree to work on updating the Bridge Crew Supervisor class spec in the near future
- Agree to work on updating the Equipment Superintendent class spec in the near future

Compensation Review

- Boat Operator I: salary range 385 (14% increase)
- Boat Operator II: salary range 405 (17% increase)
- Bridge Maintenance Worker: salary range 433 (24% increase)
- Bridge Crew Supervisor: salary range 463 (14% increase)
- Heavy Equipment Technician I: salary range 421 (19.5% increase)
- Heavy Equipment Technician II: salary range 441 (19.5% increase)
- Heavy Equipment Maintenance Supervisor: salary range 471 (15% increase)
- Equipment Superintendent: salary range 501 (9% increase)
- Roads Superintendent: salary range 501 (11.5% increase)
- Roads Division Manager: salary range 531 (5% increase)

- Capital Projects Architect I: salary range 559 (15% increase)
- Capital Projects Architect II: salary range 579 (N/A - new flexibly allocated class)
- County Architect: salary range 609 (39.5% increase)

SOURCE OF FUNDING:

General Fund (1100) Facilities, Road Fund (1200) Road Maintenance, Heavy Equipment ISF (3540)

FINANCIAL IMPACT:

Expenditures (various)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
Budgeted Expenses (1100162)	<u>33,766</u>	<u>65,333</u>	<u>98,544</u>
Budgeted Expenses (1200325)	<u>103,232</u>	<u>117,444</u>	<u>124,018</u>
Budgeted Expenses (3540330)	<u>12,084</u>	<u>38,224</u>	<u>63,435</u>
Total Expenditures	<u>149,082</u>	<u>221,001</u>	<u>285,997</u>

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

Funding Sources (various)	FY25-26	FY26-27	FY27-28
Projected*	Projected*	Projected*	Projected*
General Fund Facilities (1100162)	<u>33,766</u>	<u>65,333</u>	<u>98,544</u>
State Highway Users Tax (1200325)	<u>103,232</u>	<u>117,444</u>	<u>124,018</u>
Fees (3540330)	<u>12,084</u>	<u>38,224</u>	<u>63,435</u>
Total Funding Sources	<u>149,082</u>	<u>221,001</u>	<u>285,997</u>

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

Narrative Explanation of Financial Impact:

2.0 FTE Capital Projects Architect I is an increase of \$16,706 for salaries and benefits and County Architect is an increase of \$34,138 for salaries and benefits. The current vacant positions may take time to fill, which will delay costs. The Facilities Budget 1100162 has sufficient appropriations in FY 2025-26 due to 4.0 FTE positions that are currently vacant to fund these increases. Increases in General Fund are estimated to impact the General Fund in Fiscal Year (FY) 2025-26 by \$33,766. In future fiscal years, should positions be filled, the department would not have sufficient General Fund, therefore, the department will keep 1.0 FTE vacant and will consider deallocation during the FY 2026-27 budget development cycle.

The increase in compensation for 8.0 FTE Road Maintenance positions is estimated to be \$103,232 for salaries and benefits for FY 2025-26. Two Boat Operator I an increase of \$5,575 per each FTE, Two Bridge Maintenance Worker an increase of \$21,222 per each FTE, Bridge Crew Supervisor an increase of \$15,446, Two Roads Superintendent an increase of \$12,859 per each FTE, and Roads Division Manager an increase of \$8,473. These increases are anticipated to cost \$103,232 annually for salary and benefits. Additional appropriation will be needed to cover the cost in Roads Maintenance Budget 1200-325 for FY 2025-26. The funding for the increase will be covered by State Highway Users Tax. There will be sufficient funding from this funding source to fund this increase in future fiscal years.

The increase in compensation for 7.0 FTE Heavy Equipment ISF positions is estimated to be \$12,084 for salaries and benefits for FY 2025-26. Four Heavy Equipment Technician I an increase of \$4,640, Heavy Equipment Technician II an increase of \$17,670, Heavy Equipment Maintenance Supervisor an increase of \$17,769, and Equipment Superintendent an increase of \$5,097. These increases are anticipated to cost \$59,096 annually. The funding for the increase will be covered by ISF charges from Heavy Equipment usage. The increase in compensation for Heavy Equipment ISF is estimated to be less than budgeted for these positions in FY 2025-26 due to the vacancy of 1.0 FTE Heavy Equipment Maintenance Supervisor, and 2.0 FTE Heavy Equipment Technicians. The Heavy Equipment ISF Budget 3540-330 has sufficient appropriations in FY 2025-26 due to the 3.0 FTE that are currently vacant. Heavy Equipment ISF charges significantly impact the Road Fund which are budgeted in Road Maintenance budget 1200-325 and charges will be increased in future fiscal years to accommodate this increase in compensation.

STAFFING IMPACT:

File #: 25-1162

This item's recommendations would impact staff in the Public Works Roads and Facilities Divisions. If this item is approved, the incumbents in the affected positions will receive salary increases and/or updated classification specifications. This will not increase the overall positions in Public Works. The department will consider deallocation of 1.0 FTE in Public Works Facilities budget 1100-162 in the FY 2026-27 annual budget cycle to fund the increase.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to approve the recommendations from the Human Resources Department, however that is not recommended as the recommendations will help the Public Works Department recruit and retain well-trained and qualified staff.

ATTACHMENTS:

1. Boat Operator I/II classification specification
2. Bridge Maintenance Worker classification specification
3. Heavy Equipment Technician I/II classification specification
4. Capital Projects Architect I/II classification specification
5. County Architect classification specification
6. Construction Project Coordinator I/II classification specification
7. November 9, 2025 Compensation Schedule
8. AFSCME Resolution
9. M&C Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A