



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

**Date:** August 30, 2019

**To:** Department of Health and Human Services – Employee Services Division

**From:** Human Resources Department

**Subject:** Classification Review Request – Allocation of Program Coordinator in budget unit 400.

Based on the information provided in your request and Human Resources discussion with the Employee Services Division, Human Resources recommends the proposed allocation of a Program Coordinator position which would appropriately meet the needs outlined in the Classification Review Request dated July 9, 2019. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator (salary range 423, class 1425) in budget unit 400 effective the pay period following Board approval. *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

**Attachment:** Classification Review Request from Health and Human Services – dated July 9, 2019  
Job specification for Program Coordinator

**cc:** Yvonne Winter, Deputy Director of DHHS – Employee Services