



COUNTY OF HUMBOLDT

For the meeting of: 2/11/2025

File #: 25-165

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Job Classification and Specification for County Counsel Law Clerk (M&C) and Revised Salary Range for Park Caretaker I

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached job classification and specification for County Counsel Law Clerk (M&C) (Class 0597, Salary Range 461, Bargaining Unit 009) into the classification plan effective Feb. 2, 2025; and
2. Adopt the attached 2025-02-02 Compensation Schedule effective Feb. 2, 2025; and
3. Adopt the attached resolution approving the amendments to 2022-2024 Compensation Plan for Designated Management and Confidential Employees effective Feb. 2, 2025; and
4. Approve the revised salary range for Park Caretaker I (Class 0272A), from salary range 339 to salary range 341, effective Dec. 22, 2024; and
5. Adopt the resolution 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; and
6. Direct the Clerk of the Board to provide the Human Resources Department with fully executed certified copies of the attached resolutions.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

The County Counsel Law Clerk (M&C) classification has been developed to enhance the County Counsel's Office's ability to recruit and retain legal talent. This classification is specifically designed to create a pipeline for soon-to-be attorneys who are awaiting licensure with the California State Bar Association, allowing for their eventual transition into attorney classifications once licensed and to assist in alleviating current staffing levels.

The adoption of this classification will strengthen the County Counsel's Office's recruitment strategy by enabling the department to identify and secure promising legal talent early in their careers. By creating a clear pathway from law clerk to Deputy County Counsel I-IV, the County of Humboldt can build a more robust and sustainable legal workforce while providing valuable professional development opportunities. The position requires candidates who are current law students or have graduated from law school and are in the process of obtaining their license. This approach allows the County Counsel's Office to onboard potential future attorneys while they complete their licensing requirements, attracting future attorneys to our community before transitioning them into attorney roles.

The Human Resources Department has conducted a thorough analysis and recommends placing the County Counsel Law Clerk (M&C) classification in salary range 461, positioning it at 5% below the Deputy County Counsel I position. This placement provides appropriate compensation while maintaining an appropriate differential within the department's classification structure. The County Counsel's Office plans to utilize this classification within existing allocations, requiring no additional positions at this time. Staff recommends that the Board adopt the attached resolution (Attachment 3) to establish this classification and updated Feb. 2, 2025 compensation schedule (Attachment 2) to support your Board's strategic goals of maintaining a skilled and effective workforce.

Additionally, the compensation schedule that was effective Dec. 22, 2024 included an increase for Park Caretaker I, from salary range 339 to 341. This increase was erroneously left off the staff report and resolution from the Board meeting on Dec. 17, 2024, and therefore is included in this report. Staff recommends that the Board adopt the attached resolution (Attachment 4) to approve the updates to the Dec. 22, 2024 compensation schedule to support your Board's strategic goals of maintaining a skilled and effective workforce.

SOURCE OF FUNDING:

General Fund (1100)

FINANCIAL IMPACT:

There are no direct costs associated with adoption of the County Counsel Law Clerk (M&C) classification. The annual salary of the County Counsel Law Clerk at step 1A is 62,566.40. The County Counsel's Office does not plan to seek additional allocations at this time. The hourly compensation for the Park Caretaker I position that was included in the Dec. 22, 2024 compensation schedule but was not noted in the staff report is \$16.53 - \$21.21.

STAFFING IMPACT:

The County Counsel's Office intends to underfill existing allocations with the County Counsel Law Clerk (M&C) classification at this time. The recommended actions do not include allocating additional positions. This action will improve the County Counsel's Office's ability to recruit legal professionals into the existing Deputy County Counsel I-V allocations by creating a pipeline to onboard recent law school graduates.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the County Counsel Law Clerk (M&C) classification. However, this alternative is not recommended as it will help the County Counsel's Office attract legal talent and address current staffing levels.

ATTACHMENTS:

1. County Counsel Law Clerk (M&C) Job classification and Specification
2. 2025-02-02 Compensation Schedule
3. Resolution (M&C)
4. Resolution (AFSCME)

PREVIOUS ACTION/REFERRAL:

Meeting of: None

File No.: None