



# COUNTY OF HUMBOLDT

For the meeting of: 10/17/2023

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File #: 23-1354

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Deallocate One Full-Time Equivalent (FTE) Carpenter and one FTE Administrative Analyst and Allocate One FTE Senior Administrative Analyst in the County Administrative Office - ADA Compliance Team

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate one (1) Full Time Equivalent (FTE) Carpenter (Class 0226, Range 403, Position 01) in Budget Unit (BU) 152;
2. Deallocate one (1) FTE Administrative Analyst (Class 0626A, Range 419, Position 01) in BU 152; and
3. Allocate one (1) FTE Senior Administrative Analyst (Class 0605C, Range 503, Position 01) in BU 152.

**SOURCE OF FUNDING:**

ADA Internal Service Fund (3552-152)

**DISCUSSION:**

With the vacancy of the Administrative Analyst position in the ADA Compliance Team the department has re-evaluated the support needed for this small team of three and has determined the ADA Compliance Team would be better served if this position was filled with a Senior Administrative Analyst whom would be responsible for the complex budget development and true-up process of the ADA internal service fund (3552-152), complex research and analysis of ADA and California Building Codes, contract negotiations, policy development, review and analysis of ADA inspection reports and tracking. This support will lend itself to greater efficiencies in the program.

The ADA Compliance Team is currently holding vacancies. The carpenter position is being held vacant.

**FINANCIAL IMPACT:**

**Narrative Explanation of Financial Impact:**

The hourly rate for a Carpenter at step 1A is \$22.52. The hourly rate for an Administrative Analyst at Step 1A is \$24.39. The hourly rate for the allocation of a Senior Administrative Analyst at Step 1A would be \$37.09. Deallocating the Administrative Analyst Position at Step E and deallocating the Carpenter position with the allocation of the Senior Administrative Analyst is cost neutral and would actually be a salary savings.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Carpenter	152-0226-01	1A	0	1
Administrative Analyst	152-0626A-01	E	0	1
Sr. Administrative Analyst	152-0605C-01	1A	1	1

**Narrative Explanation of Staffing Impact:**

The inclusion of this position will have a positive impact on the ADA Compliance Team’s staffing structure, as this position will provide valuable budget support including and not limited to the complex budget development and true-up process of the internal service fund, complex research of ADA and California Building Code, contract negotiations and policy development. This support will lend itself to greater efficiencies in the program.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Protect vulnerable populations

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 4.2 - Create a community where county programs services and facilities are accessible to all with disabilities

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

You Board could choose to no allocate the Senior Administrative Analyst position. However, this is not recommended as it will have a negative impact on ADA compliance efforts in Humboldt County.

**ATTACHMENTS:**

N/A

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

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Meeting of: N/A

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