



COUNTY OF HUMBOLDT

For the meeting of: 2/8/2022

File #: 22-108

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of Amended and Retitled Job Classification of Risk Manager to Risk Manager / Safety Administrator

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended and retitled job classification of Risk Manager to Risk Manager/Safety Administrator (Class #0700, Unit 8, Salary Range 530) (Attachment #2) into the classification plan effective Feb. 6, 2022
2. Adopt Resolution No. _____ (Attachment #1) approving 1) the amendment of the Jan. 1, 2022 - Dec. 31, 2024 Compensation Plans for Management & Confidential Employees 2) a Comprehensive Compensation Schedule and Classification Summary effective Feb. 6, 2021 (Attachment #3).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

The Humboldt County Human Resources/Risk Management Department has re-evaluated the level of risk services the department requires and has determined that the county would be better served if the top risk position was updated and/or reallocated to accurately reflect the full scope of duties required to oversee a full-service risk division within the HR/Risk Management Department.

The HR/Risk Management Department has a 1.0 FTE Risk Manager classification allocation. The single incumbent Risk Manager position located in the county's HR/Risk Management Department was recently vacated and is temporarily filled through Feb. 28, 2022 by a former HR employee, who transitioned into this position and is committed to keeping the most pressing risk-related workload tasks moving, assisting the county and the department as it transitions to a permanent Risk Manager.

This position, which oversees the county's risk portfolio of nearly \$600 million dollars in assets, is vital to county operations. Updating the job specification to accurately reflect the necessary body of work, including Department of Industrial Relations compliance for a Safety Administrator component

as outlined in our updated Injury and Illness Protection Program (IIPP), will assist HR/Risk Management in attracting the most qualified candidates for the position. During the classification phase of the Countywide Classification & Compensation Study conducted by Koff & Associates (K&A), K&A recommended that the Risk Manager be brought up to market and range placement. K&A also recommended updates to the language to detail the current body of work and industry best practices.

Staff anticipates that this position will be vacant as of Feb. 28, 2022 and the updated classification and compensation will assist in recruiting a highly qualified candidate for this vital county position.

FINANCIAL IMPACT:

Annual salary and benefits for a 1.0 Risk Manager step 1A is \$79,476.80. Annual salary and benefits for the amended 1.0 Risk Manager/Safety Administrator, step 1A is \$88,254.40. For budget unit 3520-359 Risk Operations this updated classification will result in an annual net increase of \$8,777.60. Staff anticipates that the position wouldn't be filled until approximately March 6, 2022 resulting in a net increase for FY2021-22 of \$8,046.14.

The 3520-359 Risk Operations is experiencing staffing shortages and anticipate sufficient salary savings to cover the increases for FY 2021-22. There is no additional General Fund allocation requested for these changes as position is funded through Internal Service Fund (ISF) charges to county departments, and those departments will likely see a slight increase in their charges beginning in FY 2022-23.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the amended and retitled classification; however, this is not recommended as this position is vital to the County's Human Resources Risk operations and the amended classification will assist in the retention and recruitment of the appropriate candidate.

ATTACHMENTS:

1. Resolution No. _____
2. Copy of Amended & Retitled Risk Manager / Safety Administrator Job Specifications
3. Comprehensive Compensation Schedule and Classification Summary effective 2022-02-06

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A

