



# COUNTY OF HUMBOLDT

For the meeting of: 1/4/2022

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File #: 22-6

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Reallocation of 1.0 Full-Time Equivalent (FTE) Administrative Services Officer to a Senior Human Resources Analyst - Risk

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the reallocation of 1.0 Full-time Equivalent (FTE) Administrative Services Officer (salary range 435, class #0776) in Fund 3520, budget unit (BU) 359 Risk Operations, occupied by Michael Schroer to a 1.0 FTE Senior Human Resources Analyst - Risk (salary range 470, class #0690) with an effective date of January 9<sup>th</sup>, 2022 (the beginning of the first bi-weekly pay period following approval); and
2. Adopt the revised classification of Senior Human Resources Analyst - Risk (class 0690, salary range 470) into the classification plan.

**SOURCE OF FUNDING:**

Risk Operations (3520)

**DISCUSSION:**

The Humboldt County Human Resources/Risk Management Department has conducted a classification review of the Administrative Services Officer (ASO) position currently occupied by Michael Schroer. The review was undertaken to thoroughly evaluate the appropriateness of the classification for this position. During the course of the class study, it became evident that Michael Schroer has been performing duties beyond the scope of the ASO position as currently written, for quite some time.

Incumbent Michael Schroer was selected to fill the ASO position in the Risk services division of the Human Resources/Risk Management Department on April 4, 2021, at Step 1A. Mr. Schroer has notably demonstrated his ability and skill during the time since his appointment and has been given additional responsibilities. His advanced skill set is evident in his accomplishments related to budget preparation and administration; complex budgetary reconciliation; benefits plan interpretation and administration; and contracts administration and management. He has become the subject matter expert and primary resource for Human Resources/Risk Management Department regarding budget preparation and administration within Finance Enterprise. In addition, Mr. Schroer's expanded areas

of responsibility include serving as a single point of contact in CalPERS's payroll reconciliation and CalPERS's audit management. Mr. Schroer has also expanded his knowledge of contracts administration and general risk administration beyond the scope of an Administrative Services Officer and has become an extremely valued resource for the department and county.

**FINANCIAL IMPACT:**

The annual salary and benefits increase to reallocate the 1.0 FTE ASO (\$54,953.60) to a Senior Human Resources Analyst - Risk (\$65,436.80) is approximately \$10,483.20. This position will reside in Fund 3520, Budget Unit 359 - Risk Operations. The estimated increase for the remainder of Fiscal Year (FY) 2021-22 is \$5,241.60. There no need for a budget adjustment as there is sufficient appropriation in Budget Unit 359 to cover the estimated increase due to unanticipated salary savings. This position will be included in the proposed county budget for FY 2022-23. There will be no impact to the General Fund.

**STRATEGIC FRAMEWORK:**

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

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the position reallocation of the ASO to Senior Human Resources Analyst - Risk; however, this is not recommended as it will have a negative impact on the county's risk operations by impacting the Human Resources/ Risk Management Department's ability to appropriately meet the needs of the department and the county employees.

**ATTACHMENTS:**

1. Class Review Report dated 12-21-2021
2. Updated Senior Human Resources Analyst - Risk Job Classification

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A