



# COUNTY OF HUMBOLDT

For the meeting of: 10/26/2021

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File #: 21-1573

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**SUBJECT:**

Deallocate 2.0 Full-Time Equivalent (FTE) Administrative Analyst I/II Positions and Allocate 2.0 FTE Senior Office Assistants in the Planning and Building Department

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate 1.0 FTE Administrative Analyst I/II position in budget unit 1100-268 (Cannabis Planning)
2. Allocate 1.0 FTE Senior Office Assistant position in budget unit 1100-268 (Cannabis Planning)
3. Deallocate 1.0 FTE Administrative Analyst I/II position in budget unit 1100-277 (Current Planning)
4. Allocate 1.0 FTE <https://hhweek.org/> Senior Office Assistant position in budget unit 1100-277 (Current Planning).

**SOURCE OF FUNDING:**

Permit fees and current General Fund allocations in budget units 1100-268 (Cannabis Planning) and 1100-277 (Current Planning)

**DISCUSSION:**

The Planning and Building Department has an increased need for office support work due to the number of permit projects being processed by the department. The current staffing allocations in the Planning and Building Department have relied on allocated Administrative Analyst positions to provide office support. By deallocating the Administrative Analyst positions and allocating Senior Office Assistant positions, the positions will better align with the work to be performed.

The Planning and Building Department currently has 3.0 FTE Administrative Analyst I/II positions and 1.0 FTE Administrative Analyst (Management & Confidential). These positions meet the current analytical needs of the department.

The request to allocate 2.0 FTE Senior Office Assistants will allow the department to assign work that aligns with the job description. Senior Office Assistants can provide lead direction to a small office

support staff and perform difficult, complex, or specialized office support work. The Senior Office Assistant is responsible for detailed or specialized activities related to the department and researches and assembles information from a variety of sources for the completion of forms or the preparation of reports. Senior Office Assistants will be vital in preparing projects to be heard before the Planning Commission and the Zoning Administrator. In addition to hearing preparation, there is a significant amount of detailed work to be performed with post-decision actions, including but not limited to notifications to applicants and monitoring appeal periods.

In addition to allowing the work to be distributed to appropriate levels of staff, approval of this allocation will allow the department to utilize existing staff members in alignment with their primary responsibilities.

FINANCIAL IMPACT:

This request will result in a reduction in salary expenses in both budget unit 1100-268 (Cannabis Services) and 1100277 (Current Planning). Annual savings will range from \$4,455.88 to \$21,091.20 for each position. The Administrative Analyst is a I/II position with a higher entry-level wage and a broader salary range resulting from the I/II position. The Senior Office Assistant is a single classification with a lower entry-level wage and there is no I/II classification. Based on the anticipated salary reduction, no supplemental budget is submitted with this request and there will be no additional impact to the General Fund.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to deny this request and maintain current staffing levels. This is not recommended because the current elevated staffing allocation exceeds the level of work required by the department.

ATTACHMENTS:

1. Senior Office Assistant job description
2. Administrative Analyst I/II job description

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A