



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-17

For the meeting of: June 9, 2015

Date: May 22, 2015

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Request for Reallocation of Supervising Planner Position to Environmental Analyst Position in the Natural Resources Planning Budget Unit (1100289)

RECOMMENDATIONS:

That the Board of Supervisors approves the reallocation of the vacant 1.0 full-time employee (FTE) Supervising Planner position (Class 0681, Salary Range 460, position 01) in budget unit 289 to Environmental Analyst (Class 0208, Salary Range 379), effective immediately.

SOURCE OF FUNDING:

General Fund (1100289)

DISCUSSION:

Humboldt County has actively participated in the North Coast Resource Partnership (NCRP) in collaboration with the counties of Del Norte, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity since 2004. The NCRP coordinates planning and implementation of water- and energy-related projects with state bond funding (Propositions 50 and 84) and other sources. Since 2006, Humboldt County has served as the regional administrating agency and has managed over \$40 million in grants issued to the NCRP by state and federal agencies. Grant administration work for the NCRP was integrated into Public Works in June 2012.

The Natural Resources Planning budget unit (1100289) currently has an allocation of four full-time employees. One of these positions is allocated as Supervising Planner, which is a carry-

Prepared by Hank Seemann

CAO Approval 

REVIEW:

Auditor _____ County Counsel _____ Personnel 2/1 Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bohn

Seconded by Supervisor Bass

And unanimously carried by those members present,

The Board hereby adopts the recommended action

Contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Dated: June 9, 2015
Kathy Hayes, Clerk of the Board

Meeting of: _____

By: 

over from the time when this budget unit was part of the former Community Development Services Department. The Supervising Planner position became vacant in February 2015, and Public Works requests that the position be reallocated to an Environmental Analyst position. The Supervising Planner position does not align with the Public Works organization structure and an Environmental Analyst position would provide a better fit for the assigned duties. The proposed reallocation would result in a net cost-savings due to the difference in salaries between the two positions.

FINANCIAL IMPACT:

The Natural Resources Planning budget unit receives base funding from state and federal sources and does not receive a regular General Fund allocation. The proposed action will not impact the General Fund. The proposed action has been incorporated into the submitted Fiscal Year 2015-16 budget.

The requested action will advance three of the County's core roles (provide for and maintain infrastructure, create opportunities for improved safety and health, and protect vulnerable populations) by supporting the continued performance of the Natural Resources Planning functions.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Attachment #1 – Classification Review Request (April 28, 2015)

CLASSIFICATION REVIEW REQUEST

APR 20 2015

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Public Works Date: April 17, 2015

Division/Unit/Location of new position: Natural Resources Planning

Name of contact person: Hank Seemann

Position status (check one) Regular ☒ Grant ☐ Other ☐

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: July 1, 2015 Duration of grant: _____

FTE of new position: 1.0 Budget unit: 289

Name and title of person supervising this position: Hank Seemann, Deputy - Director

Name and title of anyone currently in your department performing the same or similar duties:

Lauren Rowan, environmental analyst

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Environmental Analyst DATE: 4/28/15

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my communications with Hank Seeman, HR recommends the appropriate class for this position is Environmental Analyst. You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors approve the reallocation of the vacant 1.0 FTE Supervising Planner (class 0681,

List the primary duties of the proposed position: _____

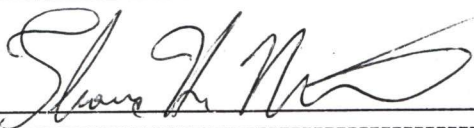
Process various documents submitted by organizations that have contracts with the County to implement projects using state funding. Documents include invoices, status reports, environmental reports, and other work products. Review documents for completeness and consistency with the contracts. Review environmental documents for conformance to applicable laws and regulations. Coordinate with contracting organizations to ensure timely and complete submittals. Compile documents from multiple projects and develop monthly project reports for submittal to state agencies. Populate and maintain various management systems for recordkeeping and financial tracking. Perform site visits to review and document implementation work. Coordinate with state agencies on the County's compliance with the terms and conditions of the funding agreements. This position supports the County's role as the regional contract administrator for the seven-county North Coast Resource Partnership.

Indicate any required licenses: _____

Add any additional information, which might be useful for this review: _____

Public Works proposes to re-classify the vacant supervising planner position to an environmental analyst position, to best meet the staffing needs of the department.

Department head signature



Date

4/17/15

PERSONNEL USE ONLY

salary range 460, position 01 in budget unit 289 to Environmental Analyst (class 0208, salary range 379), effective ____." Or, you can reallocate the position through the budget process. Please attach a copy of this form with your report to the Board, unless the implemented through the budget process.