



COUNTY OF HUMBOLDT

For the meeting of: 6/7/2022

File #: 22-499

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Reallocation of 1.0 Full Time Equivalent (FTE) Senior Automotive Mechanic to 1.0 FTE Automotive Maintenance Supervisor and 1.0 FTE Senior Equipment Mechanic to 1.0 FTE Heavy Equipment Maintenance Supervisor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 Full-time Equivalent (FTE) Senior Automotive Mechanic (salary range 400, class #0218) in Fund 3500, budget unit (BU) 350, Motor Pool, occupied by Michael Astry, to a 1.0 FTE Automotive Maintenance Supervisor (salary range 430, class #0218) with a retroactive effective date of July 25, 2021.
2. Approve the reallocation of 1.0 Full-time Equivalent (FTE) Senior Equipment Mechanic (salary range 402, class #0213) in Fund 3540, budget unit (BU) 330, Roads - Equipment Maintenance, occupied by Gordon Sjoquist, to a 1.0 FTE Heavy Equipment Maintenance Supervisor (salary range 432, class #0213) with a retroactive effective date of August 22, 2021.

SOURCE OF FUNDING:

Motor Pool (3500350)

Road Fund (3540330)

DISCUSSION:

Municipal Resource Group (MRG), a Human Resources consulting firm, has conducted a classification review of both the Senior Automotive Mechanic and Senior Equipment Mechanic positions currently occupied by Michael Astry and Gordon Sjoquist. The review was undertaken to thoroughly evaluate the appropriateness of these classifications for these positions. The County Human Resources Department has received and reviewed MRG's detailed reports, and it is evident that the incumbents are performing duties beyond the scope of their current classifications as they are currently written.

Prior Human Resources leadership determined, before the reclassification process was complete, that these two employees were working out of class and agreed to make these reclassifications retroactive. This is not the county's practice, is not the best practice and is not a practice that current Human

Resources and County Administrative Office leadership support for any future reclassification processes. The county believes that the best practice is to make reclassification changes on a prospective basis and to let the reclassification analysis take its course before making a determination. This will be the practice that the County of Humboldt will put in place going forward.

MRG conducted a thorough review of the classifications for Senior Automotive Mechanic and Senior Equipment Mechanic, which included meeting with the incumbents and Public Works management and considered the future salary increases for the respective classifications put forth in the AFSCME MOU. After careful consideration of the data, MRG has recommended that the County:

- *“Reclassify the Senior Automotive Mechanic to the proposed classification of Automotive Maintenance Supervisor.*
- *Reclassify the Senior Equipment Mechanic to the proposed classification of Heavy Equipment Maintenance Supervisor.*
- *Adopt the proposed class specifications that were reviewed and edited by the incumbents.*
- *Abolish the Senior Automotive Mechanic and Senior Equipment Mechanic classifications.*
- *Place Automotive Maintenance Supervisor at salary range 430, which is 15% more than Senior Automotive Mechanic (range 400).*
- *Place Heavy Equipment Maintenance Supervisor at salary range 432, which is 15% more than Senior Heavy Equipment Mechanic (range 402).”*

To ensure that the County of Humboldt is offering appropriate pay and investing in County employees, the Human Resources Department recommends that we implement the recommendations put forth by MRG. Our recommendations are that your board approves the reallocation of:

- The 1.0 FTE Senior Automotive Mechanic (salary range 400, class #0218) in Fund 3500, budget unit (BU) 350, Motor Pool, currently occupied by Michael Astry, to a 1.0 FTE Automotive Maintenance Supervisor (salary range 430, class #0218) with a retroactive effective date of July 25, 2021; and
- The 1.0 FTE Senior Equipment Mechanic (salary range 402, class #0213) in Fund 3540, budget unit (BU) 330, Roads - Equipment Maintenance, occupied by Gordon Sjoquist, to a 1.0 FTE Heavy Equipment Maintenance Supervisor (salary range 432, class #0213) with a retroactive effective date of Aug. 22, 2021.

In light of the county’s current financial situation, staff is temporarily holding for later consideration several reclassification and reallocation requests. However, the request detailed in this item honors a commitment made many months ago to consider and act on a reclassification request.

FINANCIAL IMPACT:

The Senior Automotive Mechanic positions are funded through the Motor Pool Fund 3500350. If the retroactive increase is approved retroactive to July 25, 2021, for Mr. Astry the increased cost for the of fiscal year (FY) 2021-22 would be an estimated \$15,764. There is enough salary savings in extra help to cover the increase.

The Senior Equipment Mechanic positions are funded through the Heavy Equipment Fund 3540330. If the retroactive increase is approved retroactive to August 25, 2021, for Mr. Sjoquist the increased cost for the of fiscal year (FY) 2021-22 would be an estimated \$27,487. There is enough salary savings in extra help to cover the increase.

As a result, the recommended action will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

Municipal Resource Group (MRG).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to reallocate these positions.

ATTACHMENTS:

Attachment 1 - Comprehensive Compensation Schedule and Classification Summary effective July 25, 2021

Attachment 2 - Comprehensive Compensation Schedule and Classification Summary effective August 22, 2021

Attachment 3 - Proposed Job Specification for Automotive Maintenance Supervisor

Attachment 4 - Proposed Job Specification for Heavy Equipment Maintenance Supervisor

Attachment 5 - Resolution Approving Reallocations and Amended AFSCME MOU

PREVIOUS ACTION/REFERRAL:

Board Order No.: 16

Meeting of: January 1, 2022

File No.: 22-12