



# COUNTY OF HUMBOLDT

For the meeting of: 4/5/2022

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File #: 22-321

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of Adjusted Salary Range for County Surveyor.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the revised salary range for County Surveyor (class 0207, salary range 610, unit 08) into the classification plan effective the first full pay period following board adoption; and
2. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024 Compensation Plans for Management & Confidential Employees and the Comprehensive Compensation Schedule and Classification Summary effective April 17, 2022 (Attachment 2).

**SOURCE OF FUNDING:**

1100168 - County Surveyor

**DISCUSSION:**

In August 2021, the County Surveyor position was vacated. At the time, both the Public Works and Human Resources Departments were aware that the existing salary for the position was not competitive. Based on the research completed by both departments, the Human Resources Department recommended a 15% increase to the County Surveyor compensation, which would place the County Surveyor classification at the 524 salary range with a maximum annual salary of \$109,917.48. At the Board of Supervisors meeting on Aug. 10, 2021, prior to recruiting for the position, this increase in salary for the County Surveyor position was approved.

After this approval, the Public Works Department conducted a nation-wide recruitment, in which recruitment materials were mailed to all persons residing in the United States that meet the minimum qualifications for County Surveyor. This was done utilizing a mailing list of the license holders who possess a valid California land surveyor license, or a valid California civil engineer license issued prior to 1982, obtained from the State of California Department of Consumer Affairs. A total of 10,720 packets of recruiting materials were printed and mailed. The recruiting efforts resulted in three potential candidates. One candidate dropped out of the recruitment process and Public Works

interviewed the two remaining candidates. Of the two candidates interviewed, one was well-qualified, and the other did not have sufficient experience. The one well-qualified candidate is not willing to accept the position of County Surveyor based upon the Aug. 10, 2021 adjusted salary.

The available pool of candidates is small and the demand for land surveyors is high. The Public Works and Human Resources Departments underestimated the salary necessary to competitively recruit for the position. After further analysis, the Human Resources Department recommends the Board of Supervisors approve a 54% salary increase for the County Surveyor, placing the classification at the 610 salary range with a top annual salary of \$168,792.00.

FINANCIAL IMPACT:

The duties of the County Surveyor are split between the Road Fund and the General Fund. Within the General Fund, the County Surveyor is compensated through fees paid by applicants. Some fees are established as “actual cost,” while other fees are fixed. The fixed fees will need to be adjusted in the Fiscal Year 2021-22 fee schedule. Work done on the roads projects is either reimbursable through funding grants or paid through the Road Fund. Public Works estimates that the increased cost to the General Fund (Budget Unit 1100-168) for the remainder of FY 2021-22 to be \$43,067.

STRATEGIC FRAMEWORK:

This action supports the Board of Supervisors’ Strategic Framework by providing community-appropriate levels of service, providing for and maintaining infrastructure, investing in County employees, and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Koff & Associates.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve these recommendations. This is not recommended as the current salary is not competitive enough to successfully recruit the state mandated position of County Surveyor.

ATTACHMENTS:

1. Resolution amending the January 1, 2022 - December 31, 2024 Compensation Plans for Management & Confidential and approving a Comprehensive Compensation Schedule and Classification Summary effective April 17, 2022.
2. Comprehensive Compensation Schedule and Classification Summary effective April 17, 2022.

PREVIOUS ACTION/REFERRAL:

Board Order No.: D-11, I-4, D-24

Meeting of: April 14, 2009, October 6, 2015, and August 10, 2022

File No.: None, 15-1069, 21-1132