



COUNTY OF HUMBOLDT

For the meeting of: 5/16/2023

File #: 23-495

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

New Classifications for the County Administrative Office - Communications Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new classification of Radio Communications Technician I/II (classification # 0186, salary range 431/451) into the classification plan effective the first pay period following board approval; and
2. Adopt the new classification of Senior Radio Communications Technician (classification # 0190, salary range 464) into the classification plan effective the first pay period following board approval; and
3. Approve the allocation of 1.0 full-time equivalent (FTE) Senior Radio Communications Technician and 1.0 FTE Radio Communications Technician I/II into the Communications budget unit (151); and
4. Adopt the resolution (Attachment 1) approving the amendment of the January 1, 2022 - December 31, 2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees and the Comprehensive Compensation Schedule and Classification Summary effective May 28, 2023 (Attachment 2).

SOURCE OF FUNDING:

Communications Budget (3521-151).

DISCUSSION:

The Human Resources Department conducted a classification review of the Communications Division within the County Administrative Office and discovered a need for permanent, full-time allocations for the essential radio communications work that is currently being performed by contractors and extra help staff.

Human Resources conducted a thorough review of the new classifications for Radio Communications Technician I/II and Senior Radio Communications Technician, which included salary

recommendations for the respective classifications. After careful consideration of the data, Human Resources recommends the following:

- Adopt the new classification of Radio Communications Technician I/II and Senior Radio Communications Technician into the classification plan;
- Allocate 1.0 FTE Radio Communications Technician I/II and 1.0 FTE Senior Radio Communications Technician into the Communications Division; and
- Place these new allocations in the same salary range as the IT Technician series, such that Radio Communications Technician I/II is in salary ranges 431 and 451 and Senior Radio Communications Technician is in salary range 464.

The Communications Division requires this staffing level is due to the complexity and critical nature of the County of Humboldt's radio infrastructure, which requires skilled technicians to ensure its reliable and secure operation. With these positions in place, the County can maintain, repair, and upgrade its radio equipment in a timely and efficient manner, providing a dependable communications system.

Therefore, to ensure that the County of Humboldt is offering appropriate compensation and accurate classifications, the Human Resources Department recommends that your board approves these recommended changes based on the research done by the Human Resources Department.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$\$	209,138	230,052
Total Expenditures	\$\$	209,138	230,052
Funding Sources (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected*	FY24-25 Projected*
Internal Service Fund (ISF) Charges	\$\$	209,138	230,052
Total Funding Sources	\$\$	209,138	230,052

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The Communications budget 3521-151 has included funds for the Radio Technician I/II and Senior Radio Technician in its proposed fiscal year (FY) 2023-24 budget. Funding for these positions will be included in the Communications internal service fund (ISF) charges in future years.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Radio Communications Technician I/II	151-186-01	1A-A	1.0	0.00

Senior Radio Communications Technician	151-190-01	1A-A	1.0	0.0
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Narrative Explanation of Staffing Impact:

Approval of staff recommendations will allocate 1.0 FTE Radio Communications Technician I/II and 1.0 FTE Senior Radio Communication Technician to the County Administrative Office Communications Division. These positions are vital for the management and maintenance of the county’s radio infrastructure.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of managing our resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocations for the County Administrative Office - Communications Division. This is not recommended as these changes will appropriately classify the current state of the work for radio communications.

ATTACHMENTS:

- Attachment 1: Resolution No _____ Approving the Recommended Changes to the Comprehensive Compensation Schedule and Classification Summary.
- Attachment 2: 2023-05-28 Comprehensive Compensation Schedule and Classification Summary.
- Attachment 3: Job Specification for Radio Communications Technician I/II.
- Attachment 4: Job Specification for Senior Radio Communications Technician.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: 01/04/2022
File No.: 22-03