



COUNTY OF HUMBOLDT

For the meeting of: 4/28/2020

File #: 20-475

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification to Humboldt County Animal Shelter (AS) for the Office Assistant Positions

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of two full-time (2.0 FTE) Legal Office Assistant I/II (AFSCME, salary range 297/319, class 0178A/B) in budget unit 1100-278 effective immediately; and
2. Approve the deallocation of the two full-time (2.0 FTE) Office Assistant I/II (AFSCME, salary range 279/304, class 0179A/B) in budget unit 1100-278 effective immediately.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The AS has a two Office Assistant Positions responsible for handling animal control calls for service, animal licensing, adoption, and other administrative support for the Animal Shelter. Both positions are currently vacant. Koff & Associates have evaluated the positions as part of the county classification study. The firm is recommending that the positions be reclassified consistent with the Sheriff's Records and Corrections Legal Office Assistants. Although the countywide study is not complete and ready to implement, the Animal Shelter would like to utilize this information to reclassify these positions using a currently adopted classification that is more consistent with the recommendations that will be eventually be implemented.

FINANCIAL IMPACT:

Annual salary and benefits for a 1.0 FTE Legal Office Assistant I, step A is estimated at \$48,029. Annual salary and benefits for a 1.0 FTE Office Assistant I, step A is \$44,580. This is an estimated salary and benefit increase of \$3,449 per position for a total of \$6,898 annually. There is currently an estimated \$23,100 of salary savings in budget unit 1100-278, more than enough to cover the remainder of FY2019-20 should these positions become filled before fiscal year-end. The AS budgeted for these positions as Legal Office Assistants for FY2020-21. There is no additional general fund request for

this position allocation modification.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources
Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to reclassify the positions from Office Assistants to Legal Office Assistants; however, this is not recommended. The AS and Human Resources strive for positions to be classified correctly so equity with all positions may be achieved.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA
Meeting of: NA
File No.: NA