



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-11

For the meeting of: August 23, 2016

Date: July 25, 2016

To: Board of Supervisors

From: Dan Fulks, Director of Human Resources *DF*

Subject: Disallocation of the Supervising Appraiser position in budget unit 113; removal of the Supervising Appraiser, Supervising Auditor-Appraiser, and Chief Appraiser classifications from the compensation plan; reallocating vacant Appraiser I/II/III positions to Principal Appraiser.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the disallocation of the currently vacant Supervising Appraiser position (salary range 453, class number 0612, position 01, budget unit 113); and
2. Adopt Resolution No. 110-97, (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plan for Management and Confidential and Elected and Appointed Department Heads for fiscal year 2016-2017 to:

Remove the Supervising Appraiser job classification (salary range 453, class number 0612) from the classification plan; and

Prepared by David Gauthier, HR Analyst II

CAO Approval

Karen Clower

REVIEW:

Auditor WBM

County Counsel an

Human Resources DF

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-1, D-1, C-7, D-7

Meeting of: 10/7/14, 3/10/15, 5/11/15, 9/3/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Bass

Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
 Nays
 Abstain
 Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Aug. 23, 2016

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

Remove the Supervising Auditor-Appraiser classification (salary range 457, class number 0614) from the classification plan; and

Remove the Chief Appraiser classification (salary range 475, class number 0613) from the classification plan

3. Approve the reallocation of the vacant Appraiser I/II/III position (salary range 363/386/405, class number 0628, position 09) in budget unit 113 to Principal Appraiser (salary range 425, class 0656); and
4. Approve the reallocation of the vacant Appraiser I/II/III position (salary range 363/386/405, class number 0628, position 10) in budget unit 113 to Principal Appraiser (salary range 425, class 0656)

effective immediately following approval.

SOURCE OF FUNDING:

Assessor's Office budget unit 113.

DISCUSSION:

In 2014, the County Assessor, Mari Wilson, began the process of reorganizing the Assessor's Office to streamline the office hierarchy and improve overall efficiency. The initial steps of the reorganization included removing the classifications of Property Transfer Supervisor, Assistant Assessor, and Supervising Assessment Technician and replaced them with the new classifications of Deputy Assessor, Principal Appraiser, Principal Auditor-Appraiser, Senior Property Transfer Assistant and Senior Assessment Technician. Additionally, many of the positions in the Assessor's Office were converted from 37.5 hour per week positions to 40 hour per week positions.

The County Assessor would now like to complete the final steps in the Assessor's Office reorganization. Those steps include disallocating the vacant Supervising Appraiser and removing it from the compensation plan; removing the Supervising Auditor-Appraiser and Chief Appraiser classifications from the compensation plan, and reallocating vacant Appraiser I/II/II positions to Principal Appraiser positions.

FINANCIAL IMPACT:

The disallocation of the recently vacated Supervising Appraiser position will result in a savings of approximately \$118,128 for FY 2016-2017. The reallocation of the Appraiser I/II/III positions to Principal Appraiser will increase costs by approximately \$11,187 for those positions in FY 2016-17. The total savings for the Assessor's Office in FY 2016-17 will be approximately \$106,941.

OTHER AGENCY INVOLVEMENT:

Assessor's Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the changes to the Compensation Plan for Management and Confidential and Elected and Appointed Department Heads for fiscal year 2016-2017 and the reallocation of the positions identified above. However, this is not recommended as it would have a negative impact on the Assessor's Office ability to meet its obligations to the public.

ATTACHMENTS:

Resolution No. 16-97

Copy of Resolution 16-10

Copy of Attachment 1 of Exhibit A of the Management and Confidential Compensation Plan

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of August 23, 2016

RESOLUTION NO. 16-97

RESOLUTION AMENDING RESOLUTION NO. 16-10 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for management and Confidential Employees and for Elected and Appointed County Department Heads; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Remove the Supervising Appraiser job classification (salary range 453, class number 0612) from the classification plan; and
2. Remove the Supervising Auditor-Appraiser classification (salary range 457, class number 0614) from the classification plan; and
3. Remove the Chief Appraiser classification (salary range 475, class number 0613) from the classification plan

This resolution shall become effective immediately following approval.

Dated: August 23, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Fennell, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of August 23, 2016

RESOLUTION NO. 16-97

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of January 19, 2016

RESOLUTION NO. 16-10

RESOLUTION AMENDING HUMBOLDT COUNTY SALARY RESOLUTION (RESOLUTION NO. 82-170, AS AMENDED) TO IMPLEMENT THE 2015-2016 AND 2016-2017 COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS

WHEREAS, the Board of Supervisors of the County of Humboldt is authorized by the provisions of section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

WHEREAS, the County Director of Human Resources has met and consulted with Management and Confidential Employees and Elected and Appointed department heads concerning proposed salaries and benefits; and

WHEREAS, the Board of Supervisors is desirous of amending the Humboldt County Salary Resolution to implement the 2015-2016 and 2016-2017 Compensation Plans for Designated Management and Confidential Employees and for Elected and Appointed Department Heads.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. The Humboldt County Salary Resolution (Resolution No. 82-170 and all amendments thereto) is hereby amended in the manner necessary to implement the provisions of the following:
 - a. 2015-2016 and 2016-2017 Compensation Plans for Designated Management and Confidential Employees attached hereto, marked "Exhibit A," and incorporated herein by reference.
 - b. 2015-2016 and 2016-2017 Compensation Plans for Elected and Appointed County Department Heads attached hereto, marked "Exhibit B," and incorporated herein by reference.
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the dates of implementation stated herein.

Dated: January 19, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bass, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

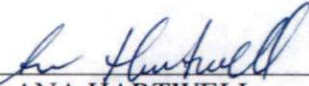
Certified copy of portion of proceedings, Meeting of January 19, 2016

RESOLUTION NO. 16-10

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606	Accountant/Auditor I	391	395	399
0606	Accountant/Auditor II	413	417	421
0605	Administrative Analyst I	411	415	419
0605	Administrative Analyst II	442	446	450
1115	Administrative Assistant/Deputy Clerk of the Board I	374	378	382
1115	Administrative Assistant/Deputy Clerk of the Board II	394	398	402
1115	Administrative Assistant/Deputy Clerk of the Board III	414	418	422
0166	Administrative Secretary	355	359	363
0775	Administrative Services Manager	444	448	452
0776	Administrative Services Officer	419	423	427
0102	Administrative Support Manager to the BOS/Clerk of the Board	442	446	450
0617	Airport Manager	454	458	462
0439	Animal Control And Facilities Manager	424	428	432
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	450	454	458
0646	Assistant Auditor-Controller	485	489	493
0474	Assistant Chief Probation Officer	485	489	493
0408	Assistant Coroner-Public Administrator	439	443	447
0601	Assistant County Administrative Officer	564	568	572
0109	Assistant County Clerk	422	426	430

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0603	Assistant County Counsel	566	570	574
0116	Assistant County Recorder	399	403	407
0142	Assistant Dir. of Child Support Services	496	500	504
0922	Assistant Dir. of Psychiatric Nursing	488	492	496
0651	Assistant Director of Human Resources	508	512	516
0655	Assistant Director of Library Services	481	485	489
0650	Assistant Director - Administration Health & Human Services	561	565	569
0649	Assistant Director- Programs Health & Human Services	561	565	569
0616	Assistant District Attorney	546	550	554
0108	Assistant Payroll/Position Control Manager	389	393	397
0625	Assistant Public Defender	542	546	550
0677	Assistant Public Guardian	410	414	418
0682	Assistant Treasurer & Tax Collector	485	489	493
0303	Associate Engineer	476	480	484
0117	Budget Specialist	438	442	446
0608	Business Manager	438	442	446
0198	CAO Project Manager	485	489	493
0613	Chief Appraiser	471	475	479
0838	Chief Building Official	503	507	511
0368	Child Support Program Manager	489	493	497

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0680 Child Support Special Programs Coord.	420	424	428
0942 Clinic Physician (extra help only)	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852 Compliance and Quality Assurance Administrator	475	479	483
0207 County Surveyor	478	482	486
0759 Departmental Information Systems Supervisor	446	450	454
0620 Deputy Assessor	478	482	486
0618 Deputy Auditor-Controller	485	489	493
0931 Deputy Branch Director	523	527	531
0599 Deputy County Administrative Officer	520	524	528
0600 Deputy County Counsel I	427	431	435
0600 Deputy County Counsel II	460	464	468
0600 Deputy County Counsel III	493	497	501
0600 Deputy County Counsel IV	525	529	533
0438 Deputy Director - Sheriff's Administration	485	489	493
0554 Deputy Health Officer	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315 Deputy Planning Director	503	507	511
0300 Deputy Public Works Director	512	516	520
0307 Deputy Public Works Director - Environmental Services	490	494	498
0200 Deputy Public Works Director - Facilities Management	498	502	506
0301 Deputy Public Works Director - General Services	481	485	489

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

AMENDED SALARY RANGE	AMENDED SALARY RANGE	AMENDED SALARY RANGE	CLASS NUMBER CLASS
1-1-17	7-3-16	4-10-16	

493	489	485	0619 Development Assistance Manager
507	503	499	0510 Director of Environmental Health
507	503	499	0932 Director of Psychiatric Nursing
507	503	499	0508 Director of Public Health Nursing
473	469	465	0638 Economic Development Coordinator
450	446	442	0634 Economic Development Specialist
452	448	444	0119 Elections Manager
432	428	424	0193 Emergency Services Manager
487	483	479	0699 Employee Relations Officer
497	493	489	0851 Employment and Training Manager
447	443	439	0202 Equipment Superintendent
384	380	376	0103 Executive Assistant to the CAO
382	378	374	0167 Executive Secretary
382	378	374	0181 Executive Secretary-Children & Family Commission
436	432	428	0253 Facility Maintenance Manager
403	399	395	0252 Facility Maintenance Supervisor
427	423	419	0184 Fiscal Officer
399	395	391	0174 Fiscal Services Supervisor
550	546	542	0545 Health & Human Services - Mental Health Branch Director

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0818 Health & Human Services - Social Services Branch Director	542	546	550
0544 Health & Human Services - Public Health Branch Director	542	546	550
0814 Health and Human Services - Deputy Director-Employee Services	518	522	526
0817 Health and Human Services - Deputy Director-Finance	518	522	526
0816 Health and Human Services - Deputy Director-Information Services	518	522	526
0840 Health Officer-Medical Director	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645 Housing and Assistance Coordinator	442	446	450
0697 Human Resources Analyst - Risk I	414	418	422
0697 Human Resources Analyst - Risk II	442	446	450
0684 Human Resources Analyst I	414	418	422
0684 Human Resources Analyst II	442	446	450
0699 Human Resources Technician I	363	367	371
0699 Human Resources Technician II	392	396	400
0380 Information Systems Supervisor	446	450	454
0417 Investigator	428	432	436
0413 Investigator (Code Enforcement)	442	446	450
0644 IT Applications Analyst Supervisor	466	470	474
0131 IT Division Director	518	522	526
0645 IT Systems Supervisor	452	456	460
0482 Juvenile Corrections Facility Manager	429	433	437

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**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0815 Legal Accounting Specialist	374	378	382
0683 Legal Analyst	442	446	450
0197A Legal Office Assistant I	302	306	310
0197B Legal Office Assistant II	322	326	330
0134 Legal Office Business Manager	457	461	465
0143 Legal Office Services Manager	419	423	427
0139 Legal Secretary I	333	337	341
0139 Legal Secretary II	352	356	360
0652 Library Division Manager	458	462	466
0902 Medical Director	717	721	725
0905 Medical Records Manager	462	466	470
0169 Office Assistant I	284	288	292
0169 Office Assistant II	305	309	313
0186 Office Assistant III	326	330	334
0118 Office Services Supervisor	378	382	386
0452 Paralegal I	344	348	352
0452 Paralegal II	363	367	371
0938 Payroll/Personnel Specialist	352	356	360
0941 Payroll/Personnel Supervisor	384	388	392
0113 Payroll/Position Control Manager	419	423	427
0336 Permit Supervisor	448	452	456

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CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0151 Personnel Assistant	320	324	328
0609 Personnel Technician	363	367	371
0937 Physician/Psychiatrist	686	690	694
0930 Physician/Psychiatrist (extra help only)	733	737	741
0687 Policy and Legislative Manager (MSS)	475	479	483
0475 Probation Division Director	449	453	457
0425 Program Coordinator	424	428	432
0934 Program Manager	489	493	497
0747 Program Manager I	489	493	497
0750 Program Manager II	499	503	507
0146 Public Education and Information Manager (MSS)	466	470	474
0842 Public Guardian	446	450	454
0512 Public Health Lab Director	514	518	522
0516 Public Health Lab Manager	481	485	489
0195 Public Information Specialist	411	415	419
0129 Public Works Dispatcher	345	349	353
0915 Quality Management Coordinator	462	466	470
0620 Real Property Manager	469	473	477
0700 Risk Manager	475	479	483
0201 Road Superintendent	434	438	442
0175 Secretary	339	343	347

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16**

CLASS NUMBER CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0605 Senior Administrative Analyst Trainee	383	387	391
0605 Senior Administrative Analyst	465	469	473
0665 Senior Buyer	376	380	384
0598 Senior Deputy County Counsel	540	544	548
0123 Senior Fiscal Assistant	357	361	365
0539 Senior Health Program Manager	439	443	447
0690 Senior Human Resources Analyst - Risk	454	458	462
0138 Senior Legal Secretary	374	378	382
0110 Senior Office Assistant	352	356	360
0685 Senior Payroll/Personnel Specialist	362	366	370
0928 Senior Program Manager - Mental Health	499	503	507
0929 Senior Program Manager - Public Health	499	503	507
0924 Senior Psychiatrist	702	706	710
0394 Senior Staff Services Manager	456	460	464
0182 SSB Secretary II (MSS class)	355	359	363
0729 Staff Services Analyst I	411	415	419
0729 Staff Services Analyst II	442	446	450
0396 Staff Services Analyst III	444	448	452
0395 Staff Services Manager	446	450	454
0389 Staff Services Specialist (M&C)	368	372	376
0612 Supervising Appraiser	449	453	457

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0610	Supervising Attorney	542	546	550
0614	Supervising Auditor-Appraiser	453	457	461
0364	Supervising Child Support Attorney	542	546	550
0114	Supervising Legal Secretary	384	388	392
0681	Supervising Planner	466	470	474
0470	Supervising Probation Officer	429	433	437
0674	Supervising Tax-Collector	383	387	391
0171	Supervising Treasurer	383	387	391
0672	Veterans Service Officer	383	387	391