



COUNTY OF HUMBOLDT

For the meeting of: 11/1/2022

File #: 22-1466

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Allocation of 1.0 Full Time Equivalent Program Manager in the County Administrative Office and Supplemental Budget (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate 1.0 Full Time Equivalent Program Manager (Class 0934, Salary Range 523) in the County Administrative Office - Management & Budget Team (1100-103); and
2. Approve the attached supplemental budget in the amount of \$91,079 for the County Administrative Office - Management & Budget Team (4/5 vote required).

SOURCE OF FUNDING:

General Fund Contingency (1100-990)

DISCUSSION:

On February 15, 2022, the Humboldt County Board of Supervisors (“Board”) directed staff to return to the Board with the necessary documentation to create and allocate 1.0 Full Time Equivalent (“FTE”) Resiliency Coordinator position to the Sheriff’s Office of Emergency Services. Currently, there is no Resiliency Coordinator classification in the classification schedule, and development of such a classification would further delay implementation of this function. This role will implement many resiliency efforts at the county that will collectively be the county’s resiliency program, and therefore staff are recommending that a 1.0 FTE Program Manager be allocated. In order to differentiate this position from others with a similar title, the working title will be Chief Resilience Officer, and may be authorized to assume such roles and responsibilities where necessary.

In addition, staff across various departments involved in resiliency efforts continued to meet after the February 15th Board meeting and concluded that the Program Manager/Chief Resilience Officer would be most appropriate if it were allocated to the County Administrative Office - Management & Budget Team, and staff are therefore coming to your Board with the above revised recommendation on where the position should reside within the county. The position will work in partnership with county executive leaders to consider resilience in all decisions and process, and will support the expansion of environmental and climate justice-based program and activities in collaboration with community partners and tribal nations. The responsibilities will be wide-ranging including, without limitation,

partners and tribal nations. The responsibilities will be wide-ranging including, without limitation, implementing the Climate Action Plan, planning, implementing and evaluating climate resilience, work across all county departments, including, but not limited to, partnering with the Department of Public Works to ensure infrastructure projects enhance community resilience to climate change, and with the Sheriff's Office of Emergency Services to support implementation of projects identified in the Humboldt County Operational Area Hazard Mitigation Plan. It will also seek and manage grants. The County Administrative Office is required to work across all county departments to perform studies, develop and implement policies and other county-wide efforts directed by the Board. As such, the function of the position aligns well with that of the County Administrative Office.

FINANCIAL IMPACT:

Total salary and benefits cost for 1.0 FTE Program Manager is estimated at \$132,951 per year, including \$85,238 in salary. Assuming a hiring date of December 1, 2022, total salary and benefits costs for fiscal year 2022-2023 are estimated at \$81,079, and the supplemental budget also includes \$10,000 for equipment and training. Costs for the Program Manager were not included in the fiscal year 2022-2023 budget. Therefore, the attached supplemental budget transfers funding from General Fund Contingencies to the County Administrative Office - Management & Budget Team (1100-103) to fund these expenditures. In future years, the General Fund will be required to fund the position until grant funding can support some or all of the position.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Local cities and tribes, state and federal governments.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to allocate the position, or allocate the Program Manager/Chief Resilience Officer to another department. This alternative is not recommended as allocating the position to the County Administrative Office best aligns with the overall duties and responsibilities of the position.

ATTACHMENTS:

1. Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: K-1
Meeting of: Feb. 15, 2022
File No.: 22-138