



AGENDA ITEM NO.

C 23

COUNTY OF HUMBOLDT

For the meeting of: October 17, 2017

Date: October 4, 2017

To: Board of Supervisors

From: Thomas K. Mattson, Public Works Director

Subject: Allocate One Full-Time Senior Boat Operator Position

RECOMMENDATION(S): That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Senior Boat Operator (class 0441, salary range 367, unit 03) position in budget unit 325 effective at the beginning of the next bi-weekly pay period following approval; and

SOURCE OF FUNDING:

Roads Fund 1200

DISCUSSION:

The Department of Public Works seeks authorization to add one full-time (1.0 FTE) Senior Boat Operator position to the Roads Division to accommodate the staffing needs for this specific position within budget 325 effective at the beginning of the next bi-weekly pay period following approval.

On September 19, 2017, your Board adopted the new forty (40) hour class of Senior Boat Operator (salary range 367, class 0441, unit 03) into the Classification Plan and Resolution Number 17-77, amending Appendix A of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), Local 1684 to include the

Prepared by Charlotte Merkel/be

CAO Approval

Hayes

REVIEW:	DHHS <i>Kpd</i>	Personnel <i>LAD</i>	Auditor	County Counsel	CAO
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Wilson, Sundberg, Bass, Bohn, Fennell*

Nays

Abstain

Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-13

Meeting of: 9/19/17

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

Dated: 10/17/17

By: *[Signature]*
Kathy Hayes, Clerk of the Board

classification, Senior Boat Operator.

The definition, distinguishing characteristics duties, qualifications, skill and other requirements, desired education and experience for the position of Senior Boat Operator are included in the attached Classification Review.

FINANCIAL IMPACT:

The estimated cost of funding the Senior Boat Operator position is \$62,762. There are sufficient funds in the Roads Maintenance Category 01 line items (1200325-1100 to 1600) to cover the additional cost of this position due to salary savings from not filling a Boat Operator I position and a Road Maintenance Worker I/II position. There is no impact to the General Fund.

The requested action conforms to the Board of Supervisors' Priorities of managing resources and ensuring sustainability of services.

OTHER AGENCY INVOLVEMENT:

Human Resources-Personnel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the allocation of this position. This is not recommended as this position would be the lead worker in the Public Works boat operations.

ATTACHMENTS:

Board of Supervisors' Agenda Item, dated September 19, 2017, Item number C-13

Resolution Number 17-77

Classification Review – Senior Boat Operator



OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: September 19, 2017

Date: August 28, 2017

To: Board of Supervisors

From: Lisa DeMatteo, Director of Human Resources (AD)

Subject: Revision to the Amendment of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees. Local 1684 to adopt the new 40 hour classifications of Senior Boat Operator, Geographic Information Systems Analyst and Geographic Information Systems Coordinator

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new 40 hour class of Senior Boat Operator (salary range 367, class 0441, unit 03) into the classification plan; and
2. Adopt the 40 hour class of Geographic Information Systems Analyst (salary range 410, class 0339, unit 04) into the classification plan; and
3. Adopt the 40 hour class of Geographic Information Systems Coordinator (salary range 446, class 0338, unit 04) into the classification plan; and

Prepared by Stephanie Bunch-McAfee

CAO Approval

[Handwritten signature]

REVIEW	<i>[Handwritten initials]</i>	County Counsel	<i>ah</i>	Human Resources	<i>AD</i>	Other	
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TYPE OF ITEM

Consent

Departmental

Public Hearing

Other

PREVIOUS ACTION/REFERRAL

Board Order No _____

Meeting of _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Wilson, Fennell, Bass, Bohm, Sundberg*

Nays _____

Abstain _____

Absent _____

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

Dated: September 19, 2017

By: *[Handwritten signature]*
Kathy Hayes, Clerk of the Board

4. Adopt Resolution No. 17-77 (attached) approving the Amendment to Appendix A of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), Local 1684 to include the new 40 hour classifications of Senior Boat Operator, Geographic Information Systems Analyst and Geographic Information Systems Coordinator,

effective the beginning of the biweekly pay period following approval.

SOURCE OF FUNDING:

Public Works Department, BU 325
Planning & Building Department, BU 262, 268, 277, 282

DISCUSSION:

At the request of the Public Works Department, Human Resources has conducted a classification review of a proposed position to serve as lead worker for Boat Operations. Based on the information provided in the Job Analysis Questionnaire and discussion with Public Works staff, Human Resources recommends the new classification of Senior Boat Operator.

The new position will serve as lead worker for Boat Operations providing direction to the ferry boat crew and providing a variety of skilled ferry boat operator duties including maintenance and recordkeeping; providing direction and performing a variety of road maintenance duties.

Duties include, but are not limited to addressing and resolving issues with ferry boat customers; maintaining passenger logs including log of issues and resolution; maintains the ferry boat, outboard motor, life jackets, boat trailer and other equipment in compliance with Coast Guard and other applicable standards. In addition, this position operates road construction equipment; performs manual labor in support of work crews and may perform all or any duty of any member of the road or boat crew.

The Public Works Department will be returning to your Board with the allocation of the new Senior Boat Operator position.

At the request of the Planning & Building Department we have added 40 hour classes for those whose job classifications are 37.5 hour only. The duties remain the same so there are no revisions to the class specification and the hourly rate remains the same. The salary range has been increased by 13 ranges to reflect the same hourly as the 37.5 hour class.

The Planning & Building Department will be returning to your Board with an item to reallocate the positions from 37.5 to the new 40 hour class.

FINANCIAL IMPACT:

There is no financial impact at this time. This agenda item is establishing the classification of Senior Boat Operator, not the allocation. This agenda item is also establishing the 40 hour classification for job classes that currently exist as only 37.5 hour classifications.

The recommendations included in this agenda item support the Board's strategic framework by managing county resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Public Works Department
Planning & Building Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the new classification of Senior Boat Operator and the 40 hour classifications of Geographic Information Systems Analyst and Geographic Information Systems Coordinator. However, this is not recommended as it will have a negative impact on the department's ability to meet the needs of the community.

ATTACHMENTS:

Resolution No. 17-77
Class Specification for Senior Boat Operator
Amended Appendix A of the 2015-2017 AFSCME MOU

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of September 19, 2017

RESOLUTION NO. 17-77

AMENDING RESOLUTION NO. 16-09 REGARDING THE MEMORANDUM OF UNDERSTANDING FOR UNITS 1-4 (AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES)

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

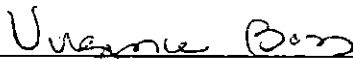
WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-09, providing for the implementation of the Memorandum of Understanding for Units 1-4 (American Federation of State, County and Municipal Employees) for fiscal years 2015-2017; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-09 providing for the implementation of the Memorandum of Understanding for Units 1-4 (American Federation of State, County and Municipal Employees) for fiscal years 2015-2017.

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

1. Include the new 40 hour class of Senior Boat Operator (salary range 3 67, class 0441, unit 03) into the classification plan; and
2. Include the 40 hour class of Geographic Information Systems Analyst (salary range 410, class 0339, unit 04) into the classification plan; and
3. Include the 40 hour class of Geographic Information Systems Coordinator (salary range 446, class 0338, unit 04) into the classification plan, effective the beginning of the biweekly pay period following approval.

Dated: September 19, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Wilson, seconded by Supervisor Sundberg, and the following vote:

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

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of September 19, 2017

RESOLUTION NO. 17-77

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 BROOKE EBERHARDT
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: September 7, 2017
To: Tom Mattson, Director of Public Works
From: Stephanie Bunch, Human Resources 
Subject: Classification Review: Senior Boat Operator

At your request, Human Resources has conducted a classification review of a proposed position in Boat Operations within Public Works. The purpose of the proposed position is to be lead worker for boat operations and during the off season to perform similar duties for a road crew.

Duties include maintaining the ferry boat, outboard motor, life jackets and all other related equipment. Additional duties include maintaining a variety of logs and statistical information needed to comply with regulations and to prepare reports. The proposed position plans, organizes, assigns and directs the work of the boat operator crew, road maintenance and road repair crews. Additional duties include ferry boat customer satisfaction by addressing and resolving issues and adjusting boat operation policies as needed. Monitoring the river daily is an important part of the work of the proposed position to ensure safe boat operations and to notify customers when it is unsafe to operate the boat because of river conditions. The proposed position responds to emergency situations during the work day, off hours, and on weekends and holidays. Additional duties include operating a variety of vehicles and other equipment including dump trucks, backhoes, rollers, loaders and patch pots.

Based on the duties and responsibilities described above Human Resources recommends the appropriate classification for the proposed position is Senior Boat Operator. If you agree with this recommendation you will need to prepare a report to the Board with the following specific recommendation:

“That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Senior Boat Operator (salary range 376, class 0441, unit 03) position in budget unit 325 effective the beginning of the biweekly pay period following approval”.

Please attach a copy of this report to your report to the Board for informational purposes. Following Board approval you can send Human Resources a copy of the Board Order and requisition so that we can begin the recruitment for you. Also, please do not hesitate to call me at 476-2349 if you have any questions regarding any of the information in this report.

cc: Art Reeve

SENIOR BOAT OPERATOR

DEFINITION

Under general supervision plans, organizes, directs and personally operates a ferry boat transporting passengers across rivers when low water crossings are impossible; participates in the work of a crew performing construction, repair and maintenance of roads when the ferry is not operating; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the working lead level in the class series, providing direction to a ferry boat crew and providing a variety of skilled ferry boat operator duties including maintenance and record keeping; providing direction and performing a variety of road maintenance duties. This class is distinguished from Boat Operator I/II in that this is the lead level in the series providing direction for both boat operation and road maintenance.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs and reviews the work of the boat operator crew performing ferry and related boat duties as well as road maintenance and repair activities.
- Maintains the ferry boat, outboard motor, life jackets, boat trailer and all other related equipment to comply with Coast Guard and all applicable safety standards.
- Maintains log of work performed including repairs to the ferry boat, motor, trailer, life jackets and access in compliance with Coast Guard and other applicable safety standards.
- Addresses and resolves issues with ferry boat customers; maintains passenger log including documentation and resolution of issues; revises passenger policies as needed.
- Inspects river conditions daily including river levels to ensure safety of ferry boat crossing; notifies customers when the ferry boat is unable to operate.
- Enforces applicable rules, regulations and practices for ferry boat passenger and operator safety.
- Responds to emergency situations in off hours as required.
- Maintains data and information needed to complete a variety of reports including those needed to comply with grant requirements; prepares reports and submits to management and other agencies.

- Performs maintenance on all equipment used in the work as needed; maintains records of maintenance performed.
- Coordinates with road maintenance to keep a list of projects for times when the ferry boat is not operating; assigns and performs road maintenance tasks; monitors work in progress.
- Operates road construction equipment and tools; performs manual labor in support of work crew; may perform any or all duties of any member of the road or boat crew.
- Performs special projects as assigned.
- Operates a variety of vehicles and equipment in addition to the ferry boat including dump trucks, backhoes, rollers, loaders and patch pots.

QUALIFICATIONS

Knowledge of:

Detailed knowledge of river levels and associated dangers.
Detailed knowledge of boat and boat motor operations.
Safe boating principles and practices.
Basic supervisory principles and practices.
Methods, materials, tools and equipment used in boat and road maintenance, repair and construction.
General knowledge of customer service.
Safe work methods and safety regulations pertaining to the work.

Skill in:

Accurately analyze river conditions and adopt a proper course of action.
Performing basic maintenance on a ferry boat and associated equipment.
Planning and laying out jobs, estimating tools and materials, and assigning and reviewing work.
Performing and directing ferry boat operations, road maintenance, repair and construction work.
Maintaining accurate records of work performed.
Operating and performing operator maintenance of boat, motor, hand and power tools and equipment.
Exercising sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

Must possess a valid California Class B driver's license. Must possess certification of completion of a basic boat safety course provided by the California Department of Boating and Waterways, the United States Coast Guard or other appropriate agency. Must possess and maintain a First Aid and CPR Certificate. Must possess sufficient strength and stamina to lift and carry a boat, outboard motor and other equipment weighing up to 100 pounds. Must be willing to work outside in all weather conditions and to work varied and non-typical work hours including weekends.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Four years experience in the operation of small craft and the construction and maintenance of roads at a level equivalent to the County's class of Boat Operator II.