



COUNTY OF HUMBOLDT

For the meeting of: 3/19/2019

File #: 19-301

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Reallocation of 1.0 full-time equivalent Employment and Training Manager to Senior Program Manager - Employment and Training Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 full-time equivalent (FTE) Employment and Training Manager (class 0851, position 01, salary range 501) in budget unit (BU) 597, occupied by Consuelo Lorenzo to 1.0 FTE Senior Program Manager - Employment and Training Division (class 0751, salary range 511, unit 8) in BU 597 effective the beginning of the first full bi-weekly pay period following approval.

SOURCE OF FUNDING:

Employment and Training

DISCUSSION:

At the request of the Department of Health and Human Services (DHHS) the Human Resources Department conducted a classification review of the Employment and Training Manager position currently occupied by Consuelo Lorenzo. The review was requested for the purpose of evaluating the appropriateness of the classification for this position. During the course of the classification study it became evident that Consuelo Lorenzo has been performing duties beyond the scope of Employment and Training Manager as currently written for some time.

FINANCIAL IMPACT:

The annual increase to reallocate 1.0 full-time equivalent Employment and Training Manager (\$97,517.28) to Senior Program Manager - Employment and Training Division (\$103,016.76) is approximately \$5,499. This position will reside in Fund 1190, Budget Unit 597 -Employment and Training Division (ETD). The estimated increase for the remainder of Fiscal Year (FY) 2018-19 is \$952. There no need for a budget adjustment as there is sufficient appropriation in Budget Unit 597 to cover the estimated increase due to unanticipated salary savings. This position will be included in the proposed county budget for FY 2019-20. There will be no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the reallocation of the Employment and Training Manager to Senior Program Manager - ETD. However, this is not recommended, as it will have a negative impact on the Department of Health and Human Services' ability to meet the needs of the community.

ATTACHMENTS:

1. Revised ETM Class Review Report dated 01-11-2019

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A