



# COUNTY OF HUMBOLDT

For the meeting of: 10/6/2020

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File #: 20-1205

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modification to Humboldt County Correctional Facility (HCCF) from Vocational Counselor to Client Services Worker

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Client Services Worker I/II (AFSCME, salary range 320/353, class 0772) in budget unit 3884-127 effective immediately; and
2. Approve the deallocation of one full-time (1.0 FTE) Vocational Counselor I/II (AFSCME, salary range 353/376, class 0768) in budget unit 3884-127 effective immediately.

**SOURCE OF FUNDING:**

Inmate Welfare Fund Trust 3884

**DISCUSSION:**

HCCF requested an additional position for the inmate welfare program to support and enhance the Programs Division in relation to re-entry of inmates into the community as part of the fiscal year (FY) 2020-21 budget. While HCCF's Program Coordinator is tasked with the overall program of providing services to inmates within the facility, this new position will have a specific focus on preparing inmates for re-entry by assisting with vocational training, job/resume building, assistance securing housing, and many other tasks necessary for successful reintegration into the community. The position currently allocated for this role is a Vocational Counselor I/II. After further review of the job duties and consulting with county Human Resources, it has been determined that the position should be a Client Services Worker I/II. HCCF is requesting that this deallocation/allocation modification be done as soon as possible so it can begin recruiting for the appropriate position.

**FINANCIAL IMPACT:**

HCCF budgeted \$75,502 in budget unit 3884-127 Inmate Welfare Fund in FY 2020-21 for this position. Salary savings have been experienced due to the position being vacant and the allocation of a Client Services Worker I/II is at a lower range than the budgeted position. There will be no budgetary impacts or impacts to the general fund for this modification.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for a position allocation modification; however, this is not recommended. HCCF 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.: N/A

Meeting of: N/A

File No.: N/A