



COUNTY OF HUMBOLDT

For the meeting of: 11/19/2019

File #: 19-1621

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Transfer 1.0 Full-time Equivalent (FTE) Public Works Dispatcher Position (M/C) and one (1) Extra Help Public Works Dispatcher Position from Roads-Maintenance to Roads Administration, and Supplemental Budget (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Transfer 1.0 FTE Public Works Dispatcher position (M/C) (salary range 361, class 0129) and one (1) Extra Help Public Works Dispatcher position (salary range 361, class 0129) from fund 1200, budget unit (BU) 325- Roads-Maintenance to fund 1200, BU 320- Roads Administration, effective the next pay period following approval; and
2. Approve the supplemental budget (Attachment 1) transferring funding for these positions from 1200-325 Roads-Maintenance to 1200-320 Roads-Administration.

SOURCE OF FUNDING:

Roads Fund 1200

DISCUSSION:

During the fiscal year (FY) 2018-19 budget process the 1.0 FTE Public Works Dispatcher position (M/C) (salary range 361, class 0129) was allocated in fund 1200, budget unit (BU) 325- Roads-Maintenance. Upon internal review it has been determined that the position of Public Works Dispatcher (M/C) would be more appropriately positioned under the umbrella of Roads Administration in the Public Works Business Office.

The position of Public Works Dispatcher (M/C) is responsible for a multitude of tasks that span across the various divisions within the Public Works Department including but not limited to data entry, answering phones, maintaining personnel procedures, checking time cards and serving on the Safety Committee.

This job class has historically been under Public Works Administration and this action will move it back to where it better aligns with the core functions of the position.

FINANCIAL IMPACT:

There will be no impact to the county General Fund. The attached supplemental budgets will transfer the budgeted amounts for these two positions from fund 1200, BU 325- Roads-Maintenance to fund 1200, BU 320- Roads Administration.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the transfer of the two (2) Public Works Dispatcher positions to fund 1200, BU 320- Roads Administration. However, this alternative is not recommended because the positions assist in department wide administration.

ATTACHMENTS:

1. Budget Transfer - 1200- Roads

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-8

Meeting of: 6/26/18

File No.: