



COUNTY OF HUMBOLDT

For the meeting of: 5/21/2024

File #: 24-802

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Abolish the 37.5-Hour Secretary (Class 0165) From the Classification System, Allocate One .5 FTE Secretary (Class 1168) and Transfer the Incumbent into the Newly Allocated Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Abolish the 37.5-hour Secretary (37.5) (class 0165, salary range 341) from the classification system effective 05-25-2024;
2. Approve the deallocation of one .54 full-time equivalent (FTE) 37.5-hour Secretary (class 0165) effective 05-25-2024 ;
3. Approve the allocation of one .5 FTE Secretary (40 hour) (class 1168, salary range 358) effective 05-26-2024;
4. Approve the transfer of Jennifer Steenbock from a .54 FTE 37.5-hour Secretary (class 0165) to a .5 FTE Secretary (class 1168) effective 05-26-2024; and
5. Adopt the Resolution (Attachment 1) approving and adopting the 05-26-2024 Compensation Schedule effective the first full pay period following board approval (Attachment 2).

SOURCE OF FUNDING:

UC Cooperative Extension (1100632)

DISCUSSION:

There is no need to retain 37.5-hour classifications in the county classification system as employees may request voluntary reduced FTEs, the Human Resources department's goal is to phase out 37.5-hour classifications.

The Human Resources department is seeking approval to abolish the 37.5-hour classification, Secretary (37.5) (class 0165, salary range 341) from the classification system. Additionally, as there is

one incumbent currently in the .54 FTE 37.5-hour Secretary classification, the Human Resources department recommends allocating .5 FTE 40-hour Secretary and transferring the incumbent out of the 37.5-hour class into the .5 FTE Secretary position.

FINANCIAL IMPACT:

Expenditures (1100632)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
Budgeted Expenses	\$41,535	\$45,646	\$46,526
Total Expenditures	\$41,535	\$45,646	\$46,526
Funding Sources (1100632)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
General Fund	\$ 41,535	\$45,646	\$46,526
Total Funding Sources	\$41,535	\$45,646	\$46,256

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

There will be a \$259 increase in the Fiscal Year (FY) 2023-24 budget by allocating 0.5 FTE Secretary in UC Cooperative Extension (UCCE), budget unit 632. There are sufficient salary savings to support the increased cost in FY 2024-25 due to staffing transitions and reduced hours for position. The salary and benefit costs associated with the change in position allocation will be included in the proposed FY 2024-25 budget.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Secretary (37.5)	632-0165-02	\$17.99 - \$23.09		1
Secretary	632-1165-TBD	\$17.99 - \$23.09	1	

Narrative Explanation of Staffing Impact:

The staffing impact will be minimal from this change. The current incumbent of the 37.5-hour classification will be transferred to the corresponding 40-hour class. The 37.5-hour classifications will also be deallocated and reallocated with the 40-hour class. There will be no additional allocations or staffing changes.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of managing our resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocation modifications for the UCCE and revisions to the Comprehensive Compensation Schedule and Classification Summary.

This is not recommended as these changes will appropriately classify and allocate positions within the UCCE and will assist in retaining qualified personnel to meet the needs of the public.

ATTACHMENTS:

Attachment 1: Resolution No _____ Approving the Recommended Changes to the Comprehensive Compensation Schedule and Classification Summary.

Attachment 2: 05-26-2024 Comprehensive Compensation Schedule and Classification Summary.

PREVIOUS ACTION/REFERRAL:

Board Order N/A

Meeting of: N/A

File No.: N/A