



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-32

For the meeting of June 27, 2017

Date: June 16, 2017
To: Board of Supervisors
From: John H. Ford, Director Planning and Building *[Signature]*
Subject: Reallocation of Positions within the Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of the Economic Development Coordinator position (class 0638, salary range 473) in budget unit 282 to Administrative Services Manager (class 0775, salary range 452); and
2. Approve the reallocation of the Development Assistance Manager class 0619, salary range 493) in budget unit 277 to Senior Planner (class 0630, salary range 433); and
3. Delete the class of Development Assistance Manager (class 0619, salary range 493) from the classification plan effective July 3, 2017 (4/5 vote required).

SOURCE OF FUNDING: The positions will continue to be funded with applicant fees, general fund, and grant funds.

Prepared by Paula Mushrush

CAO Approval *[Signature]*

REVIEW: Auditor *[Signature]* County Counsel _____ Human Resources *[Signature]* Other _____

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 *Sundberg* Seconded by Supervisor *Fennell*
Ayes: *Sundberg, Fennell, Bass, Bohn*
Nays _____
Abstain _____
Absent *Wilson*

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

Dated: *June 27, 2017*
By: *[Signature]*
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Planning and Building Department has eight management units which is cumbersome to effective management. To become more efficient and allocate resources where they can best be utilized the department is being reorganized to reduce the management units to five. Two position changes that need Board approval are the Economic Development Coordinator position and the Development Assistance Manager position.

These changes will allow more efficient use of staff time by locating common activities within a common management group. For instance, the Economic Development Coordinator currently oversees grants and allocation of finances, while these and other similar tasks are also managed by others within the Advance Planning Team and in Administrative Services. The financial functions will be consolidated in Administrative Services. The Economic Development Coordinator is being reallocated to Administrative Services Manager effective July 3, 2017.

The functions of the Development Assistance team are being assimilated into a combination of the Administrative Services Team and the Permit Coordination Team. These consolidations will provide increased efficiency by eliminating overlapping responsibilities between teams. The Development Assistance Manager is being reallocated to Supervising Planner effective July 3, 2017.

FINANCIAL IMPACT:

There is no change in compensation and sufficient funds have been budgeted to support the department's request. The FY 2017-18 budget for 1100-277 remains \$1,995,454, with salaries of \$1,081,473. The FY 2017-18 budget for 1100-282 remains \$3,753,417, with salaries of \$686,231.

The item before you Board supports your strategic framework by providing for and maintaining efficient county operations.

OTHER AGENCY INVOLVEMENT: None at this time.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve these reallocations. This is not recommended as it will maintain the status quo which has not been as efficient as the department can be.

ATTACHMENTS: Classification Review Memo from Human Resources

**HUMAN RESOURCES
COUNTY OF HUMBOLDT**

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501
PHONE: (707) 476-2349 FAX: (707) 445-7285

www.humboldt.gov/hr

DATE: May 8, 2017
TO: John Ford, Director of Planning & Building
FROM: Stephanie Bunch, Human Resources
SUBJECT: Classification Review of Economic Development Coordinator and
Development Assistance Manager

At your request Human Resources has conducted a classification review of two filled positions in your department. We reviewed the Economic Development Coordinator position currently occupied by Paula Mushrush and the Development Assistance Manager position currently occupied by Steven Santos. The classification reviews were requested as part of the ongoing organizational changes and redistribution of duties within the department.

Ms. Mushrush manages the Administrative Services Division of the Planning and Building Department. She develops and administers the budget, oversees accounts payable and receivable, prepares accounting for trust funds and prepares a wide variety of fiscal reports. In addition Ms. Mushrush writes grant applications, oversees grant administration and prepares reports for funding agencies. Ms. Mushrush also oversees the management of the department IT function including website management, ensures GIS and mapping are up to date and accessible to the public. Ms. Mushrush also supervises and coordinates the department clerical and personnel functions. In addition Ms. Mushrush directly supervises nine full time staff including, one Senior Office Assistant, one Office Assistant I, two Administrative Analyst Is, one Information Systems Analyst, one Geographic Information Systems Analyst, one Planning Technician II, one Business Manager and one Housing and Community Programs Specialist.

Based on the duties and responsibilities described above Human Resources recommends Ms. Mushrush be reclassified to the more appropriate classification of Administrative Services Manager.

Mr. Santos will have responsibility for a functional team within Current Planning in the Department of Planning & Building. As Senior Planner Mr. Santos provides work direction and review to a team of two Planner I/Is. Senior Planner and the two Planners function as a team within current Planning. Also collects and analyzes data, prepares complex reports and coordinates with department administration for distribution of reports to a variety of sources. Mr. Santos also coordinates and assists in processing applications for subdivisions, requests for use and variance permits and other development permits or approvals. In addition Mr. Santos directs the preparation of maps, charts, models, sketches and other

graphic presentations; prepares reports, makes presentations to commissions, committees, community groups and boards of other governmental agencies.

Based on the duties and responsibilities described above Human Resources recommends Mr. Santos be reclassified to the more appropriate classification of Senior Planner.

You will need to prepare a report to the Board with the following specific recommendations:

“That the Board of Supervisors:

1. Approve the reallocation of the Economic Development Coordinator position (class 0638, salary range 473) position 01 in budget unit 282 to Administrative Services Manager (class 0775, salary range 452);
2. Approve the reallocation of the Development Assistance Manager (class 0619, salary range 493) position 01 in budget unit 277 to Senior Planner (class 0630, salary range 433); and
3. Delete the class of Development Assistance Manager (class 0619, salary range 493) from the classification plan.

effective July 3, 2017. “

Following Board approval of the July 3, 2017 effective date of reallocation Ms. Mushrush and Mr. Santos will be reclassified as well. Please include a copy of this report with your report to the Board of Supervisors for informational purposes.

You will need to prepare a Personnel/Position Action Form along with a copy of the Board Order for both Ms. Mushrush and Mr. Santos to complete the action.

If you have any questions please do not hesitate to call me at 476-2349.

cc: Paula Mushrush
Steven Santos