



# COUNTY OF HUMBOLDT

For the meeting of: 9/14/2021

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File #: 21-1333

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**To:** Board of Supervisors

**From:** County Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of a New Job Classification of Correctional Services Manager; Adoption of a Resolution amending the Compensation Plan between the County of Humboldt and Management and Confidential Employees; Approval of a de-allocation of 1.0 Full-Time Equivalent (FTE) Kitchen and Laundry position and Approval of a re-allocation of 1.0 FTE Correctional Services Manager in Budget Unit 1100-243

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the job classification specification (Attachment 1) and salary range for Correctional Services Manager (class 0943, salary range 448, Unit 08) into the classification plan effective Sept. 14, 2021;
2. Adopt Resolution No. \_\_\_\_ (Attachment 2) approving the amendment to the Compensation Plan between the County of Humboldt and Management and Confidential Employees for Management and Confidential Employees effective Sept. 14, 2021; and
3. Approve a de-allocation of 1.0 FTE Kitchen and Laundry position (class 0432, salary range 418) and re-allocate the Correctional Services Manager (class 0943, salary range 448) in Budget Unit 243 effective immediately.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

Under general direction, the Correctional Services Manager plans, organizes and manages the day-to-day operations of food preparation, laundry and associated programs within the adult correctional facilities. Furthermore, due to key administrative organizational support, this new classification will also be required to monitor, administer and recommend changes to the division budget, assist the leadership team in the development and administration of the departmental policies and procedures. The Correctional Services Manager serves as a key team member to effectively manage the day-to-day operations of the high-volume correctional facility. This position requires diverse and specialized skills, to include but are not limited to specialized dietician training approved by the State of California and/or the American Dietetic Association with 3 years of food preparation in a high-volume

institutional setting.

In collaboration and coordination with the Humboldt County Sheriff's Office, County Human Resources/Risk Management recommends that your Board de-allocate 1.0 FTE Kitchen and Laundry Supervisor and re-allocate 1.0 FTE Correctional Services Manager classification in the Sheriff's Office Corrections Budget Unit 1100-243.

County Human Resources worked with Koff and Associates (K&A) to draft a job classification and determine a salary range for a Correctional Services Manager. The proposed salary range of 448 is based upon salary data collection and further dialogues with the Sheriff regarding the reporting organizational structure. Therefore, staff recommends that your Board adopt the attached resolution to effectuate this classification and salary range effective immediately.

FINANCIAL IMPACT:

Annual salary and benefit expenses for a 1.0 FTE Kitchen and Laundry Supervisor, step E is \$98,241. Annual salary and benefit expenses for a 1.0 FTE Correctional Services Manager, step E is \$112,012. This is an increased annual expense of \$13,771. HCSO anticipates salary savings due to vacancies in budget unit 1100-243 Correctional Facility to be sufficient to cover the increased salary expense for the remainder of FY 2021-22.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Humboldt County Sheriff's Office  
Koff and Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the new classification of Correctional Services Manager; however, this job classification has been identified as a vital need to ensure the operational /managerial support to the Humboldt County Sheriff's Office.

ATTACHMENTS:

- 1 - Correctional Services Manager Job Specification
- 2 - Resolution No \_\_\_\_\_
- 3 - Comprehensive Compensation Schedule and Classification Amendment Sept. 14, 2021

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA  
Meeting of: NA  
File No.: NA