



# COUNTY OF HUMBOLDT

For the meeting of: 5/13/2025

---

File #: 25-630

---

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Reallocation of 1.0 full time equivalent (FTE) Senior Office Assistant to 1.0 FTE Senior Legal Office Assistant.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the reallocation of the Senior Office Assistant (job class 0135, salary range 366, 1.0 FTE, position 01, bargaining until 001) in budget unit (BU) 278, occupied by Jeanette Duncan, to a Senior Legal Office Assistant (job class 0168, salary range 377, 1.0 FTE, position 01, bargaining until 001) in BU 278 effective the first full pay period following Board adoption; and
2. Reclassify Jeanette Duncan from a 1.0 FTE Senior Office Specialist (Classification # 0135, Position # 01, Salary Range 366) in Budget Unit 278, to a 1.0 FTE Senior Legal Office Assistant (Classification # 0168, Position # 01, Salary Range 377) in Budget Unit 278, effective the pay period following board approval.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

**DISCUSSION:**

The Sheriff's Office, in coordination with the Human Resources Department, is requesting approval to reclassify 1.0 FTE Senior Office Assistant, currently occupied by Jeanette Duncan, to a 1.0 Senior Legal Office Assistant. Currently, the incumbent in this position is assigned to oversee and provide lead direction to staff in the Legal Office Assistant classification. This reclassification is being recommended to better align the position's current lead responsibilities with the appropriate classification structure.

However, both the Human Resources Department and the Sheriff's Office acknowledge that the existing Legal Office Assistant and Senior Legal Office Assistant classifications may not accurately reflect the scope and complexity of work currently performed by incumbents in these roles. As such, a broader review and analysis of all administrative support positions within the Sheriff's Office is planned. This review will assess whether the duties assigned to these classifications are appropriate, whether updates or new classifications are warranted. The County Administrative Office (CAO) recommends that, in addition to any classification review, there also be a review that includes whether a change in assignment of the classifications and/or operational plans within the Sheriff's Office is feasible to mitigate cost increases. If any future classification changes come before the Board, the CAO recommends that they are proposed in a manner that is at least net neutral on the department's budget.

The proposed reclassification in this item is intended as an interim measure to address a specific structural relationship, and does

not preclude or predetermine the outcomes of the forthcoming classification review. Any subsequent changes or adjustments resulting from that evaluation will be brought forward for Board consideration at a later date, if necessary.

**SOURCE OF FUNDING:**

General Fund (1100-278 Animal Shelter)

**FINANCIAL IMPACT:**

<i>Expenditures (Fund, Budget Unit)</i>	<b>FY24-25</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
<i>Budgeted Expenses</i>	<u>\$87,932</u>	<u>\$86,603</u>	<u>\$93,287</u>
<i>Additional Appropriation Requested</i>	<u>\$0</u>		
<i>Total Expenditures</i>	<u>\$87,932</u>	<u>\$86,603</u>	<u>\$93,287</u>

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

<i>Funding Sources (Fund, Budget Unit)</i>	<b>FY24-25</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
<i>General Fund</i>	<u>\$87,932</u>	<u>\$86,603</u>	<u>\$93,287</u>
<i>Total Funding Sources</i>	<u>\$87,932</u>	<u>\$86,603</u>	<u>\$93,287</u>

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

**Narrative Explanation of Financial Impact:**

The total salary and benefits for 1.0 FTE Sr. Office Assistant is \$83,864 and Sr. Legal Office Assistant is \$87,932 for an increase of \$4,068 annually. The impact for FY2024-25 is estimated at \$339. There are sufficient salary savings to cover this increase.

As noted in the discussion, the Sheriff's Office and Human Resources intends to review all of the administrative support positions within the Sheriff's Office in order to determine appropriate classifications. Should any of the classifications under review later be proposed to change there could be potentially significant financial impact to the General Fund. The CAO recommends that any future review be paired with an operational review, and any proposed classification change or operational change be at least net neutral to the budget.

**STAFFING IMPACT:**

<i>Position Title</i>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<i>Sr. Office Assistant</i>	2780135-01	E	0	1
<i>Sr. Legal Office Assistant</i>	2780168-01	E	1	0

**Narrative Explanation of Staffing Impact:**

Staff recommend deallocating 1.0 FTE Sr. Office Assistant and allocating 1.0 FTE Sr. Legal Office Assistant to reclassify Jeanette Duncan.

**OTHER AGENCY INVOLVEMENT:**

Koff & Associates

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could deny this request for approval to adopt these retitled and amended classifications, however, this is not recommended. The Board could also require an evaluation of the operations of the Animal Shelter.

**ATTACHMENTS:**

Attachment 1 - Job Classification Specification for Senior Legal Office Assistant.

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

---

**File #:** 25-630

---

File No.: N/A