



AGENDA ITEM NO.

C11

COUNTY OF HUMBOLDT

For the meeting of: March 27, 2018

Date: March 12, 2018

To: Board of Supervisors

From: Lisa DeMatteo, Director of Human Resources *LD*

Subject: Reallocate one (1) 1.0 full-time equivalent (FTE) Human Resources Technician I/II in budget unit 130 to one (1) 1.0 FTE Secretary in budget unit 130

RECOMMENDATION(S):

That the Board of Supervisors approve the reallocation of the Human Resources Technician I/II position (class 0699, salary range 371/400, position 02) in budget unit 130 currently occupied by Nancy Hampton, to Secretary (class 0175, 1.0 FTE, salary range 347, position 01) in budget unit 130, and reclassify Ms. Hampton accordingly, effective the beginning of the bi-weekly pay period immediately following approval.

SOURCE OF FUNDING: Measure Z Funds

DISCUSSION:

The Human Resources Department conducted a classification review of the Human Resources Technician I/II position currently occupied by Nancy Hampton. The review was requested for the purpose of evaluating the appropriateness of the classification for this position and as part of the ongoing organizational changes and redistribution of duties within the department.

Prepared by: Lisa DeMatteo

CAO Approval *[Signature]*

REVIEW:

Auditor *MDM* County Counsel _____ Human Resources *LD* 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 *Wilson* Seconded by Supervisor *Bass*

- Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
- Nays _____
- Abstain _____
- Absent _____

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

Dated: *3/27/18*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

Currently, Nancy Hampton serves as a Human Resources Technician I/II within the Human Resources Department – Personnel Services. Based upon review of the position held by Ms. Hampton, the Human Resources Department has determined that the Human Resources Technician I/II position currently occupied by Nancy Hampton is not appropriately classified. Based on the duties and responsibilities currently being performed, the Human Resources Department recommends Ms. Hampton be reclassified to the more appropriate classification of Secretary.

FINANCIAL IMPACT:

There is no financial impact. Since Ms. Hampton’s position will be Y-rated, there will be no change in her compensation as a result of implementing this recommendation for reallocation of the position.

The recommendations included in this agenda item support the Board’s strategic framework by managing county resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the reallocation of this position and the reclassification of Ms. Hampton. However, this is not recommended as it will have a negative impact on the department’s ability to meet the needs of the community.

ATTACHMENTS:

Classification Review Report



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: March 8, 2018

To: Lisa DeMatteo, Director – Human Resources

From: Human Resources

Subject: Classification review of Nancy Hampton, Human Resources Technician II

At your request, the Human Resources Department conducted a classification review of the Human Resources Technician II position currently occupied by Nancy Hampton. The review was requested for the purpose of evaluating the appropriateness of the classification for this position and as part of the ongoing organizational changes and redistribution of duties within the department.

Currently, Nancy Hampton serves as a Human Resources Technician II position within the Human Resources Department – Personnel Services. Based upon review of the position held by Ms. Hampton, the Human Resources Department has determined that the Human Resources Technician II position currently occupied by Nancy Hampton is not appropriately classified. Based on the duties and responsibilities described below, the Human Resources Department recommends Ms. Hampton be reclassified to the more appropriate classification of Secretary.

During the course of the classification study it became evident that Nancy Hampton has been performing duties below the scope of Human Resources Technician II. Duties performed include greeting individuals who come into the office, providing basic information and directing them to the most appropriate person to meet their immediate needs, answering the telephone, screening calls, providing basic information on services provided by the office, directing the call to the most appropriate person and taking messages as needed. In addition, this position receives and processes the daily incoming mail and prepares outgoing mail.

This position maintains the office files following department protocol, types labels and sets up new files as needed. Additional duties include proof reading a variety of documents and verifying information and format for documents prepared by others in the office, including class specifications and job flyers prepared by Analysts. Other duties include receiving bills for outside services provided to the department for processing, batching and sending bills to various County departments. As the front line clerical staff in the office, this position works with other staff in the office to ensure coverage when time outside the office is needed.

Based on the duties and responsibilities described above, Human Resources recommends that Nancy Hampton be reclassified to the more appropriate classification of Secretary.

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

“That the Board of Supervisors:

1. Approve the reallocation of the Human Resources Technician I/II (salary range 371/400, class 0699) position 01 in budget unit 130 to Secretary (salary range 347, class 0175);

effective April 1, 2018”.

Following Board approval of the April 1, 2018 effective date of reallocation Ms. Hampton will be reclassified. 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 Ms. Hampton to complete the action.

If you have any questions regarding this report please feel free to contact Human Resources at 707/476-2349.

Attachment: Job specification for Secretary

cc: Nancy Hampton