



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-7

For the meeting of: April 12, 2016

Date: March 18, 2016

To: Board of Supervisors

From: William Damiano, Chief Probation Officer

*(Handwritten signature/initials)*

Subject: Reallocation of the Legal Secretary I/II (class 1144, salary range 302/323, position 01) position in budget unit 294, to Senior Legal Office Assistant (class 0168, salary range 331)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reallocate the Legal Secretary I/II (class 1144, salary range 302/323, position 01) position, currently occupied by Sherri McKenna in budget unit 294, to Senior Legal Office Assistant (class 0168, salary range 331) and reclassify Ms. McKenna accordingly, effective the beginning of the bi-weekly pay period immediately following approval.

SOURCE OF FUNDING:

Humboldt County Public Safety Realignment Allocation.

Prepared by Elisha Hardison, Legal Office Business Manager

CAO Approval

*(Handwritten signature)*

REVIEW:

Auditor *(Handwritten initials)*

County Counsel

Human Resources

*(Handwritten initials)*

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2a, C-6a, H-1, C-7c, C-6a

Meeting of: 7/19/11, 8/23/11, 1/10/12, 3/13/12, 8/28/12

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Lovelace, Bass*

Nays

Abstain

Absent *Bohn*

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

Dated: *April 12, 2016*

By:

*(Handwritten signature)*  
Kathy Hayes, Clerk of the Board

DISCUSSION:

In October 2015 Chief Probation Officer, William Damiano extended an inquiry to Humboldt County Human Resources regarding the reallocation of the Probation Department's one remaining Legal Secretary position to a Senior Legal Office Assistant position. The reason for the request was that the work being performed by this position was thought to better fit the description of Senior Legal Office Assistant than Legal Secretary I/II. Over the past several years as the work has evolved in Probation, Legal Secretary positions have been frozen and Legal Offices Assistants and Senior Legal Office Assistants have become the norm. Ms. McKenna has been with Probation for many years and in that time her work has evolved with the department and her job classification became less accurate than it once was. She is currently the sole administrative and clerical support for the entire Community Correction Resource Center and has many complex office support duties.

In January 2016 Ms. McKenna completed the reclassification paperwork provided by Human Resources and forwarded it through her supervisor and manager and onto the Chief Probation Officer for approval. Chief Damiano approved her work and sent the request on to Human Resources who then scheduled a meeting with Ms. McKenna to go over her duties and responsibilities as well as the current job description for each position.

Ms. McKenna and Chief Damiano received letters dated March 14, 2016 (Attachment I) in which Human Resources concludes that the duties currently being performed by Ms. McKenna are more suited to that of a Senior Legal Office Assistant than her current classification and their office therefore recommends she be reclassified accordingly, effective the beginning of the bi-weekly pay period immediately following approval.

FINANCIAL IMPACT:

Reallocation of the Legal Secretary I/II (class 1144, salary range 302/323, position 01) position, currently occupied by Sherri McKenna in budget unit 294, to Senior Legal Office Assistant (class 0168, salary range 331) will result in an increase of \$488.46 for the remainder of fiscal year 2015/16 and a total annual increase of \$1,814.28 annually thereafter. The funding source for this position is Humboldt County Public Safety Realignment (AB 109) allocation and thus has no impact on the County General Fund. Due to the relatively small financial impact to the remainder of this fiscal year, these costs can be absorbed in the Salaries line (1100) of budget unit 294 without a supplemental budget. This item supports the Board's Strategic Framework by providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resource Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve this position reallocation and employee reclassification; however this is not recommended. Human Resources believes the duties being performed are that of a Senior Legal Office Assistant. The Chief Probation Officer also supports this reallocation and reclassification.

ATTACHMENTS:

1. Human Resources Classification Review Recommendation



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

DATE: March 14, 2016  
TO: Bill Damiano, Chief Probation Officer  
FROM: Ron Halverson, Assistant Director of Human Resources   
SUBJECT: Classification review of the Legal Secretary II position currently occupied by Sherri McKenna

At your request, Human Resources (HR) conducted a classification review of the Legal Secretary II position currently occupied by Sherri McKenna. The purpose of the review was to determine if the position occupied by Ms. McKenna is appropriately classified.

The review included a review and evaluation of the Job Analysis Questionnaire (JAQ) completed by Ms. McKenna, a meeting between Ms. McKenna and myself to discuss the JAQ, and discussions between you and myself.

Ms. McKenna currently serves as the sole office administrative support and clerical staff person at the Community Corrections Resource Center (CCRC). Her duties include: providing the initial reception of visitors and direction to appropriate staff; receiving/retrieving and processing daily Court minutes from SUSTAIN database; updating Probation Department case management system; updating probationer violation status in California Law Enforcement Warrant System (CLEWS); receiving and processing prior-to-release prison packets from probation officer staff and updating Probation database; as appropriate, implementing run of Record of Arrests and Prosecutions (RAP) and updating Probation database; retrieving daily jail bookings and releases from County Correctional Facility website and routing information to appropriate probation staff; closing probationer case files in a variety of system databases; providing a variety of routine to complex office support duties.

Based upon the information obtained through our review process, HR has determined that the duties and responsibilities performed in the position currently occupied by Ms. McKenna would be more appropriately classified as a Senior Legal Office Assistant and, therefore, recommend that she be reclassified accordingly.

If you are in agreement with HR's review and recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

“That the Board of Supervisors:

Reallocate the Legal Secretary I/II (class 1144, salary range 302/323, position 01) position, currently occupied by Sherri McKenna in budget unit 294, to Senior Legal Office Assistant (class 0168, salary range 331) and reclassify Ms. McKenna accordingly,

effective the beginning of the bi-weekly pay period immediately following approval.”

It should also be noted in this report that Ms. McKenna is on the current valid employee eligibility list for Senior Legal Office Assistant.

For informational purposes please include a copy of this report with your report to the Board of Supervisors.

If you have any questions concerning this report please feel free to contact me.

cc: Sherri McKenna