



COUNTY OF HUMBOLDT

For the meeting of: 9/29/2020

File #: 20-1257

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of the Revised Classifications of County Counsel, Director of Library Services, and Health Officer-Medical Director

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the revised job classification of County Counsel (class #0808) into the classification plan effective immediately;
2. Adopt the revised job classification of Director of Library Services (class #0830) into the classification plan effective immediately;
3. Adopt the revised job classification of Health Officer-Medical Director (class #0840) into the classification plan effective immediately;
4. Adopt Resolution No. _____ (attached) approving the amendment to the Compensation Plans between the County of Humboldt and Appointed & Elected Department Heads; and
5. Adopt Resolution No. _____ (attached) approving the amendment to the Compensation Plans between the County of Humboldt and Management and Confidential Employees.

SOURCE OF FUNDING:

County Counsel - 1100121

Library - 1500621

Public Health Administration - 1175400

DISCUSSION:

The three classifications that are being recommended for revision are currently not filled on a permanent basis or will soon be vacated by the incumbent. Human Resources recommends that these job classifications be updated using the classification drafts created by Koff & Associates as part of the Countywide Classification and Compensation study. Revising these classifications will assist with recruitment and retention as the required job duties, knowledge, skills, abilities will be up to date.

FINANCIAL IMPACT:

There is no financial impact for adopting the revised job classifications.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

County Counsel
Library
Department of Health and Human Services
Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve the adoption of the recommended classifications; however, this would not be recommended as the updated classifications will assist in recruiting and retaining the most qualified candidates for these positions.

ATTACHMENTS:

1. Resolution No. _____
2. Resolution No. _____
3. Copy of revised County Counsel Classification
4. Copy of revised Director of Library Services Classification
5. Copy of revised Health Officer - Medical Director Classification

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-20, C-6
Meeting of: August 21, 2018, December 11, 2018
File No.: 18-1106, 18-1588