



# COUNTY OF HUMBOLDT

For the meeting of: 11/13/2018

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File #: 18-1490

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To: Board of Supervisors

From: Human Resources

SUBJECT:

Amendment of the July 1, 2017 - June 30, 2020 Compensation Plan for Management & Confidential Employees to Allocate Administrative Services Manager to Salary Range 480

RECOMMENDATION(S):

That the Board of Supervisors reallocate and reclassify the incumbent for the position of Administrative Services Manager (class 0775) to salary range 480 from 456; and adopt Resolution No. \_\_\_\_\_ (attached) approving the amendment to the July 1, 2017 - June 30, 2020 Compensation Plans for Management & Confidential Employees to include the allocated Administrative Services Manager (class 0775, salary range 480, unit 08) effective the first full pay period following approval by the Board.

SOURCE OF FUNDING:

Planning, Budget Unit 277

DISCUSSION:

The County of Humboldt ("County") contracted with Koff & Associates ("K&A") to conduct a classification study for the Administrative Services Manager position allocated to the Planning Department encumbered by Paula Mushrush. The assessment provided that the duties and responsibilities of this position are adequately and accurately captured in the classification description for Administrative Services Manager, and it was recommended that the position remain allocated as such.

In addition to studying the classification description and allocation for the Administrative Services Manager position allocated to the Planning Department, the scope of this study also included salary review and recommendation for the classification.

For purposes of this study, K&A utilized internal salary relationship theories to determine a salary recommendation. When an individual classification or classification series is being studied, utilizing market data to develop salary recommendations can create compaction between levels and bodies of work and can be inconsistent with the practices and philosophies of the current compensation system. Therefore, absent a study of an entire compensation system or a substantial portion thereof, internal salary relationships are used for analyzing salaries and developing recommendations.

Since the Business Manager is the highest level direct report to the Administrative Services Manager, K&A evaluated the differential between the Business Manager's salary range and that of the Administrative Services Manager. In addition, we calculated and evaluated the differentials between the Administrative Services Manager and all direct reports.

Recommended salary differentials between types and levels of work vary based on factors such as the specific body of work, education and training qualification requirements, and agency pay philosophies; however, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- Paraprofessional classes are typically placed 30% to 50% below the professional classifications within the body of work.
- The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
- A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
- A full, first-level supervisory class is normally placed at least 10% to 25% above the highest level supervised depending upon the breadth and scope of supervision.
- A manager-level class is typically placed at least 15% to 20% above the highest level supervised depending upon the scope of overarching managerial responsibilities.

Based on these criteria, the differential of 3% between the Administrative Services Manager and the Business Manager is insufficient by comparison to the differences in the scope of responsibility and level of complexity of the work performed by the two classifications. In addition, the 21% differential between the Administrative Services Manager and the Administrative Analyst II classes is an insufficient differential between a journey-level analyst and a manager-level classification within a similar body of work.

In order to compensate for differences in the scope of responsibility, complexity of work, and consequence of error associated with the Administrative Services Manager compared to those of the Business Manager and Administrative Analyst II classifications, we recommend placement of the Administrative Services Manager on range 480. This recommendation provides a 15% differential above Business Manager and a 33% differential above Administrative Analyst II which are more appropriate given the differences in the duties and responsibilities between the classes.

FINANCIAL IMPACT:

Allocation of the Administrative Services Manager at a salary range of 480, an increase from the prior range of 456, is an increase in month salary of \$5731.60 to \$7354.94 per month. The current employee has been Y rated at a monthly salary of \$7,103.20. This amendment to the salary range will result in an additional \$2,508.08 in salary and benefit expense in fiscal year 2018-19 and an increase of \$4,075.64 in salary and benefit expense in fiscal year 2019-20. Funding for this additional expense is available through salary savings due to vacant positions. The increase in salary and benefit expense will be included in the fiscal year 2019-20 Proposed Budget.

The items before you support your Board's strategic framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

Planning and Building Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the request to allocate the Administrative Services Manager to salary range 480. However, this is not recommended as it will have a negative impact on the Planning and Building Departments ability to meet the needs of the community.

ATTACHMENTS:

- Resolution No. \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A