



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-15

For the meeting of: September 5, 2017

Date: August 14, 2017

To: Board of Supervisors

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

Subject: Revision to Attachment 1 of the Compensation Plan for Management and Confidential Employees to adopt the new classification of Sheriff's Public Information Specialist.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new 40 hour per week classification of Sheriff's Public Information Specialist (class 0295, salary range 419, unit 09) into the classification plan; and
2. Adopt Resolution No. **17-68** (attached) approving the amendment to Attachment 1 of the Compensation Plan for Management and Confidential Employees to include the new classification of Sheriff's Public Information Specialist (class 0295, salary range 419, unit 09)

effective immediately following approval,

SOURCE OF FUNDING:

Sheriff's Office, budget unit 297 (Measure Z).

Prepared by David Gauthier, HR Analyst II

CAO Approval

REVIEW:

Auditor **MBM**

County Counsel

Human Resources **LAD**

Other **Maruzzo**

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 **Sundberg** Seconded by Supervisor **Fennell**
 Ayes: **Sundberg, Fennell, Bass, Bahn, Wilson**
 Nays
 Abstain
 Absent

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

Dated: **Sep. 5, 2017**

By: **Kathy Hayes**
Kathy Hayes, Clerk of the Board

DISCUSSION:

At the request of the Sheriff's Office, the Human Resources Department has conducted a classification review of a newly proposed position to perform a variety of public information related duties for the Sheriff's Office. The purpose of the review was to determine if development of a new class is appropriate, and if so, develop the specification for that class.

Based upon the information provided in the related Job Analysis Questionnaire and discussions with the Sheriff and administrative staff, Human Resources recommends that the new confidential job class of Sheriff's Public Information Specialist be adopted into the classification plan. Currently, there does not exist a Humboldt County job classification that appropriately reflects the duties and functions of the proposed position.

The purpose of the newly proposed position is to provide support to the Sheriff and the Sheriff's Office senior management staff in public information/relations activities; respond to public records requests; coordinate public information activities during critical events and declared disasters; make recommendations and assist in the development and implementation of public information policy, practice and procedure; perform related work as assigned.

Duties will include, but are not limited to: receiving requests for information under the Public Records Act; determining suitability of records as subject for disclosure; coordinating with departments to obtain, organize and review requested information; drafting and preparing official responses; receiving inquiries from media representatives regarding Sheriff business and activities and draft responses; preparing news releases; composing text for brochures, publications and other written or visual media materials; designing and coordinating production of such materials and distribute accordingly; assisting the Sheriff's Office management staff in preparing public presentations; recommending policies and procedures pertaining to assigned responsibilities, and preparing correspondence, reports and other documents and maintaining records.

The recommended salary range for this position is 419.

FINANCIAL IMPACT:

There is no financial impact with the adoption of the new classification. The Sheriff's Office has already accounted for allocating this position in the 2017-2018 budget.

This agenda item supports the Boards strategic framework by providing for the health and safety of the community.

OTHER AGENCY INVOLVEMENT:

Sheriff's Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

You may choose not to adopt the new classification of Sheriff's Public Information Specialist. However, this is not recommended because it will have a negative impact on the Sheriff's Office's ability to comply with Public Record Act requests, coordinate public relation issues, and manage critical events and disasters.

ATTACHMENTS:

- Sheriff's Public Information Specialist classification
- Resolution No. 17-68
- Attachment 1 of the Compensation Plan for Management and Confidential Employees

SHERIFF'S PUBLIC INFORMATION SPECIALIST

DEFINITION

Under general supervision, provides support to senior management staff in the Sheriff's Office in public information/relations activities; responds to public records requests; coordinates public information activities; makes recommendations and assists in the development and implementation of public information policy, practice and procedure; develops and implements public relations materials using the full spectrum of traditional media and modern social media venues; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Public Information Specialist is a specialized professional classification, serving within the Sheriff's Office. Under general direction, and exercising independent judgment, the incumbent in this position will have responsibility for researching and preparing official responses for public record act requests, establishing and coordinating relations between the Sheriff's Office and news media, and designing, developing and preparing public information materials using both traditional media and the full spectrum of modern social media. Additionally, the Sheriff's Public Information Specialist will serve as the Sheriff's community liaison and primary point of contact during a critical incident or declared disaster.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements the Sheriff's Office public relations operations using the full spectrum of both traditional media and modern social media.
- Receives requests for information under the Public Records Act; works with County Counsel, as necessary, to determine suitability of records as subject for disclosure.
- Coordinates with appropriate divisions and obtains, organizes and reviews requested information; determines time frames for response.
- Drafts and prepares official response to public records requests for management signature.
- Establishes and develops positive working relationships with news media, civic organizations and other community groups.

Sheriff's Public Information Specialist

Page Two

- Receives inquiries from media representatives regarding Sheriff's business and activities; performs necessary research and formulates responses; provides draft responses for management review as necessary.
- Gathers and prepares information regarding Sheriff's business and activities for news release to media; contacts appropriate media representatives and arranges for news release.
- Composes text for brochures, publications, social media and other written or visual media materials; designs and coordinates production of such materials and distributes accordingly.
- Participates in disaster preparedness activities, meetings, and drills.
- Develops and prepares standard information releases for use in emergencies or disasters; maintains related systems, logs and files.
- Responds/reports to Emergency Operations Center in the event of emergencies or disasters and assists Public Information Specialist in acquiring, organizing and delivering risk communications and information.
- Assists Sheriff's Office management staff in preparing public presentations.
- Recommends policies and procedures pertaining to assigned responsibilities.
- Prepares correspondence, reports and other documents; maintains records.
- May represent the Sheriff's Office before civic and community groups in disseminating public information; may arrange and conduct tours.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable laws and regulations related to freedom of information and public records requests.
Basic organization and functions of the Sheriff's Office.
Principles, practices and methods of public and media relations and marketing strategies and techniques, including traditional media and modern social media outlets.

Graphic design methods and use of current design and publication software.
Principles and practices of project management.
Journalistic research and writing methods.
Risk communications.
Current business software applications and web-based communications.

Skill in:

Planning and managing media relations and outreach and public information programs and projects.
Designing, preparing and distributing brochures, publications and/or other written or visual media material.
Developing and recommending creative ideas to enhance public outreach and delivery of information.
Speaking and writing effectively, including making group presentations.
Using modern business and social media related venues and applications.
Exercising sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with media representatives and others contacted in the course of work.

Other Requirements:

Possession of a valid California driver's license is required. Must be willing to work after hours and weekends and holidays during a critical event or declared disaster.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in Journalism, Public or Media Relations, or a closely related field, and one year of professional level experience in journalism or public relations, which included the development of publications and/or news releases and working with media representatives. A criminal justice background is strongly desired.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of September 5, 2017

RESOLUTION NO. 17-68

RESOLUTION AMENDING RESOLUTION NO. 16-10 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and


WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-10 providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Include the classification of Sheriff's Public Information Specialist (salary range 419, class number 0295, unit 09) in the classification plan; and
2. This resolution shall become effective immediately following approval.

Dated: September 5, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of September 5, 2017

RESOLUTION NO. 17-68

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL

Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES**

CLASS NUMBER	CLASS	UNITS 8 AND 9	FLSA EXEMPT STATUS	AMENDED	AMENDED	AMENDED
		ADOPTED 1-19-16		SALARY RANGE	SALARY RANGE	SALARY RANGE
				4-10-16	7-3-16	1-1-17
0606	Accountant/Auditor I		N	391	395	399
0606	Accountant/Auditor II		E	413	417	421
0199	ADA Coordinator		E	-	446	450
0605	Administrative Analyst I		E	411	415	419
0605	Administrative Analyst II		E	442	446	450
1115	Administrative Assistant/Deputy Clerk of the Board I		N	374	378	382
1115	Administrative Assistant/Deputy Clerk of the Board II		N	394	398	402
1115	Administrative Assistant/Deputy Clerk of the Board III		E	414	418	422
0166	Administrative Secretary		N	355	359	363
0775	Administrative Services Manager		E	444	448	452
0776	Administrative Services Officer		E	419	423	427
0102	Administrative Support Manager to the BOS/Clerk of the Board		E	442	446	450
0617	Airport Manager		E	454	458	462
0439	Animal Control And Facilities Manager		E	424	428	432
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures		E	450	454	458
0646	Assistant Auditor-Controller		E	485	489	493
0474	Assistant Chief Probation Officer		E	485	489	493
0408	Assistant Coroner-Public Administrator		E	439	443	447
0601	Assistant County Administrative Officer		E	564	568	572
0109	Assistant County Clerk		E	422	426	430

FLSA Exempt Status Codes:
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				4-10-16	7-3-16	1-1-17
0603	Assistant County Counsel		E	566	570	574
0104	Assistant County Payroll Manager		E	-	-	437
0142	Assistant Dir. of Child Support Services		E	496	500	504
0922	Assistant Dir. of Psychiatric Nursing		E	488	492	496
0650	Assistant Director - Administration Health & Human Services		E	561	565	569
0651	Assistant Director of Human Resources		E	508	512	516
0655	Assistant Director of Library Services		E	481	485	489
0649	Assistant Director- Programs Health & Human Services		E	561	565	569
0616	Assistant District Attorney		E	546	550	554
0625	Assistant Public Defender		E	542	546	550
0677	Assistant Public Guardian		E	410	414	418
0682	Assistant Treasurer & Tax Collector		E	485	489	493
0303	Associate Engineer		E	476	480	484
0223	Auditor-Controller Payroll Specialist I		E	-	-	365
0223	Auditor-Controller Payroll Specialist II		E	-	-	380
0117	Budget Specialist		E	438	442	446
0608	Business Manager		E	438	442	446
0198	CAO Project Manager		E	485	489	493
0838	Chief Building Official		E	503	507	511
0368	Child Support Program Manager		E	489	493	497
0680	Child Support Special Programs Coord.		E	420	424	428

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				4-10-16	7-3-16	1-1-17
0942	Clinic Physician (extra help only)		E	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852	Compliance and Quality Assurance Administrator		E	475	479	483
0113	County Payroll Services Manager		E	-	-	467
0207	County Surveyor		E	478	482	486
0759	Departmental Information Systems Supervisor		E	446	450	454
0618	Deputy Auditor-Controller		E	485	489	493
0931	Deputy Branch Director		E	523	527	531
0599	Deputy County Administrative Officer		E	520	524	528
0600	Deputy County Counsel I		E	427	431	435
0600	Deputy County Counsel II		E	460	464	468
0600	Deputy County Counsel III		E	493	497	501
0600	Deputy County Counsel IV		E	525	529	533
0438	Deputy Director - Sheriff's Administration		E	485	489	493
0554	Deputy Health Officer		E	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315	Deputy Planning Director		E	503	507	511
0300	Deputy Public Works Director		E	512	516	520
0307	Deputy Public Works Director - Environmental Services		E	490	504	508
0200	Deputy Public Works Director - Facilities Management		E	498	502	506
0301	Deputy Public Works Director - General Services		E	481	485	489
0619	Development Assistance Manager		E	485	489	493
0510	Director of Environmental Health		E	499	503	507

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UNITS 8 AND 9
ADOPTED 1-19-16

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0932	Director of Psychiatric Nursing	E	499	503	507
0508	Director of Public Health Nursing	E	499	503	507
0638	Economic Development Coordinator	E	465	469	473
0634	Economic Development Specialist	E	442	446	450
0119	Elections Manager	E	444	448	452
0193	Emergency Services Manager	E	424	428	432
0851	Employment and Training Manager	E	489	493	497
0341	Environmental Permitting and Compliance Manager	E		460	464
0202	Equipment Superintendent	E	439	443	447
0103	Executive Assistant to the CAO	N	376	380	384
0167	Executive Secretary	N	374	378	382
0181	Executive Secretary-Children & Family Commission	N	374	378	382
0253	Facility Maintenance Manager	E	428	432	436
0252	Facility Maintenance Supervisor	N	395	399	403
0184	Fiscal Officer	E	419	423	427
0174	Fiscal Services Supervisor	N	391	395	399
0545	Health & Human Services - Mental Health Branch Director	E	542	546	550
0544	Health & Human Services - Public Health Branch Director	E	542	546	550
0818	Health & Human Services - Social Services Branch Director	E	542	546	550
0814	Health and Human Services - Deputy Director-Employee Services	E	518	522	526

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UNITS 8 AND 9

ADOPTED 1-19-16

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0817	Health and Human Services - Deputy Director-Finance	E	518	522	526
0816	Health and Human Services - Deputy Director-Information Services	E	518	522	526
0840	Health Officer-Medical Director	E	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645	Housing and Assistance Coordinator	E	442	446	450
0697	Human Resources Analyst - Risk I	E	414	418	422
0697	Human Resources Analyst - Risk II	E	442	446	450
0684	Human Resources Analyst I	E	414	418	422
0699	Human Resources Technician I	N	363	367	371
0699	Human Resources Technician II	N	392	396	400
0380	Information Systems Supervisor	E	446	450	454
0417	Investigator	E	428	432	436
0413	Investigator (Code Enforcement)	E	442	446	450
0644	IT Applications Analyst Supervisor	E	466	470	474
0131	IT Division Director	E	518	522	526
0645	IT Systems Supervisor	E	452	456	460
0482	Juvenile Corrections Facility Manager	E	429	433	437
0815	Legal Accounting Specialist	N	374	378	382
0683	Legal Analyst	E	442	446	450
0197A	Legal Office Assistant I	N	302	306	310
0197B	Legal Office Assistant II	N	322	326	330
0134	Legal Office Business Manager	E	457	461	465

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0143	Legal Office Services Manager		E	419	423	427
0139	Legal Secretary I		N	333	337	341
0139	Legal Secretary II		N	352	356	360
0652	Library Division Manager		E	458	462	466
0661	Library Operations Manager		E	-	-	476
0344	Manager-Clerk/Recorder's Office		E	-	448	452
0902	Medical Director		E	717	721	725
0905	Medical Records Manager		E	462	466	470
0169	Office Assistant I		N	284	288	292
0169	Office Assistant II		N	305	309	313
0118	Office Services Supervisor		N	378	382	386
0452	Paralegal I		N	344	348	352
0452	Paralegal II		N	363	367	371
0938	Payroll/Personnel Specialist		N	352	356	360
0941	Payroll/Personnel Supervisor		N	384	388	392
0336	Permit Supervisor		E	448	452	456
0151	Personnel Assistant		N	320	324	328
0609	Personnel Technician		N	363	367	371
0937	Physician/Psychiatrist		E	686	690	694
0930	Physician/Psychiatrist (extra help only)		E	733	737	741
0687	Policy and Legislative Manager (MSS)		E	475	479	483
0475	Probation Division Director		E	449	453	457

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UNITS 8 AND 9
ADOPTED 1-19-16

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0425	Program Coordinator	E	424	428	432
0934	Program Manager	E	489	493	497
0747	Program Manager I	E	489	493	497
0750	Program Manager II	E	499	503	507
0146	Public Education and Information Manager (MSS)	E	466	470	474
0842	Public Guardian	E	446	450	454
0512	Public Health Lab Director	E	514	518	522
0516	Public Health Lab Manager	E	481	485	489
0195	Public Information Specialist	E	411	415	419
0129	Public Works Dispatcher	N	345	349	353
0221	Purchasing Coordinator	E	-	406	410
0620	Real Property Manager	E	469	473	477
0700	Risk Manager	E	475	479	483
0201	Road Superintendent	E	434	438	442
0175	Secretary	N	339	343	347
0605	Senior Administrative Analyst	E	465	469	473
0605	Senior Administrative Analyst Trainee	N	383	387	391
0598	Senior Deputy County Counsel	E	540	544	548
0123	Senior Fiscal Assistant	N	357	361	365
0539	Senior Health Program Manager	E	439	443	447
0690	Senior Human Resources Analyst - Risk	E	454	458	462
0138	Senior Legal Secretary	N	374	378	382

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0110	Senior Office Assistant	N	352	356	360
0685	Senior Payroll/Personnel Specialist	N	362	366	370
0928	Senior Program Manager - Mental Health	E	499	503	507
0929	Senior Program Manager - Public Health	E	499	503	507
0924	Senior Psychiatrist	E	702	706	710
0394	Senior Staff Services Manager	E	456	460	464
0295	Sheriff's Public Information Specialist	E	-	-	419
0182	SSB Secretary II (MSS class)	N	355	359	363
0729	Staff Services Analyst I	E	411	415	419
0729	Staff Services Analyst II	E	442	446	450
0396	Staff Services Analyst III	E	444	448	452
0395	Staff Services Manager	E	446	450	454
0610	Supervising Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0114	Supervising Legal Secretary	N	384	388	392
0114	Supervising Legal Secretary	N	384	388	392
0681	Supervising Planner	E	466	470	474
0681	Supervising Planner	E	466	470	474
0470	Supervising Probation Officer	E	429	433	437
0470	Supervising Probation Officer	E	429	433	437

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0674	Supervising Tax-Collector	N	383	387	391
0674	Supervising Tax-Collector	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391

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