



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2025

File #: 25-68

To: Board of Supervisors

From: Human Resources

Agenda Section: Departmental

Vote Requirement: Majority

SUBJECT:

2024 Appointed Department Head Reporting Structure Study

RECOMMENDATION(S):

That the Board of Supervisors:

1. Accept the 2024 Appointed Department Head Reporting Structure Study and provide direction to staff as appropriate.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

On June 3, 2024 your Board initiated a study to examine the current organizational reporting structure between County of Humboldt department heads, the Board and the County Administrative Office. The study specifically focuses on evaluating the existing model, where appointed department heads report directly to the Board as a collective body, and explores potential alternative reporting structures, including, without limitation, the possibility of department heads reporting to the County Administrative Officer. The primary objective of this analysis was to gather comprehensive information about various organizational models and their potential impacts on operational efficiency, communication flow and administrative oversight. The study examines both advantages and challenges associated with different reporting structures, providing the Board with data-driven insights to inform future organizational decisions.

Currently, appointed department heads report directly to the Board as a whole, rather than to individual Board members or the County Administrative Officer. This study explores how modifications to this reporting structure might affect departmental operations, administrative coordination and overall county governance. The Human Resources department has prepared this report as an informational item and is not making specific recommendations regarding changes to the current reporting structure. The purpose of presenting these findings is to facilitate Board discussion and allow your Board to consider potential next steps in this process. Based on the Board's review and deliberation of the study findings, staff seeks direction regarding any desired follow-up actions or additional analysis needed to support the Board's decision-making process.

SOURCE OF FUNDING:

None

FINANCIAL IMPACT:

There are no direct costs associated with acceptance of the 2024 Appointed Department Head Reporting Structure Study at this

File #: 25-68

time. If your Board gives additional direction related to this item, any financial impact will be discussed in a future agenda item. As a result, acceptance of the 2024 Appointed Department Head Reporting Structure Study will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Acceptance of the 2024 Appointed Department Head Reporting Structure Study will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. 2024 Appointed Department Head Reporting Structure Study

PREVIOUS ACTION/REFERRAL:

Meeting of: 6/3/24

File No.: 24-875