



COUNTY OF HUMBOLDT

For the meeting of: 9/24/2024

File #: 24-1335

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Modification to Job Classification and Compensation Schedule Amendments

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Job Class Specification for Page (class 0190), and
2. Modify the 37.5-hour Page Classification (class 0190) to a 40-hour classification (class 0190) effective Sept. 15, 2024, and
3. Adopt the Amended Compensation Schedule effective Aug. 18, 2024, and
4. Adopt the Amended Compensation Schedule effective Sept. 15, 2024.

STRATEGIC PLAN:

This action supports the following areas of your Board’s Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

The Library Page classification, currently unrepresented and compensated at California's minimum wage (\$16 per hour), has traditionally been a 37.5-hour per week position. This classification is not tied to a formal salary range. Moving forward, it will remain compensated at the minimum wage but will transition to a 40-hour workweek, aligning with the recent adjustments made to other Library classifications from 37.5 to 40 hours.

The amended compensation schedule, effective Aug. 18, 2024, is making a correction to Library Classification compensation levels erroneously reflected on the previously approved compensation schedule, as well as adds the 37.5-hour Page classification that was previously omitted. The amended compensation schedule, effective Sept. 15, 2024, adds the Page classification as a 40-hour per week classification to the compensation schedule. The previous request your Board approved made broad changes to all Library classifications, changing them from a 37.5 to 40-hour schedules. The correction to the Page classification aligns this classification with all other Library classifications.

SOURCE OF FUNDING:

Library Fund (1500621)

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY24-25	FY25-26 Projected*	FY26-27 Projected*
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Budgeted Expenses	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Additional Appropriation Requested	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Total Expenditures	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
General Fund	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
State/Federal Funds	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Fees/Other	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Use of Fund Balance	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Contingencies	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Total Funding Sources	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

There is no financial impact to the FY 2024-25 budget with this action. The extra help Page positions were funded in the adopted budget in Fund 1500, Budget Unit 621 - Library. The hourly wage for this position aligns with the state minimum wage, currently \$16 per hour.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The requested action does not increase staffing levels.

OTHER AGENCY INVOLVEMENT:

County of Humboldt Payroll
 Humboldt County Library
 Municipal Resource Group (MRG)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request. However, this is not recommended as it is the goal of Human Resources and the Library to transition all 37.5-hour classifications to 40-hour classifications.

ATTACHMENTS:

Job Class Specification: Page
 Resolution
 2024-08-18 Amended Compensation Schedule
 2024-09-24 Compensation Schedule

PREVIOUS ACTION/REFERRAL:

Meeting of: Aug. 13, 2024
 File No.: 24-259