



DEPARTMENT OF PUBLIC WORKS  
COUNTY OF HUMBOLDT  
MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579  
AREA CODE 707

On-line  
Web: [humboldt.gov.org](http://humboldt.gov.org)

Administration	445-7491	Natural Resources	445-7741
Business	445-7652	Natural Resource Planning	267-9542
Engineering	445-7377	Parks	445-7651
Facility Management	445-7621	Roads	445-7421

Clark Complex  
Harris & H St., Eureka  
Fax 445-7388  
Land Use 445-7205

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INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** THOMAS K. MATTSON, PUBLIC WORKS DIRECTOR  
**SUBJECT:** FY 2024-25 HIRING FREEZE EXCEPTION  
**DATE:** 6/4/2024

On June 4, 2024, your Board approved a hiring freeze for FY 2024-25. My department was impacted by the implementation of this hiring freeze. I am writing to request exemption to the hiring freeze for the following impacted job classifications:

Senior Fiscal Assistant  
Executive Secretary (MC)  
Fiscal Assistant I  
Deputy Public Works Director - General Services  
Business Manager  
Administrative Analyst II  
Director of Public Works  
Deputy Public Works Director  
Associate Engineer  
Associate Civil Engineer  
Assistant Engineer I  
Assistant Engineer II  
Materials Testing Technician II  
Engineering Technician II  
Assistant Materials Testing Engineer  
Administrative Analyst I  
Engineering Technician I  
Engineering Technician II  
Survey Party Chief  
Senior Real Property Agent  
Public Works Dispatcher  
Road Superintendent  
Road Maintenance Supervisor  
Bridge Crew Supervisor  
Roads Division Manager

Traffic Control Crew Supervisor  
Traffic Control Maintenance Worker  
Bridge Maintenance Worker  
Road Maintenance Worker III  
Road Maintenance Worker I  
Road Maintenance Worker II  
Senior Engineering Technician  
Boat Operator I  
Deputy Public Works Director - Environmental Services  
Environmental Permitting and Compliance Manager  
Senior Environmental Analyst

In order to assist your Board in choosing which positions to allow departments to continuously fill during the coming fiscal year in light of the county's structural deficit, negative fund balances and/or the Public Works department's Additional Request for General Fund Appropriation, please find attached explanations of costs and services that will be impacted should your Board not approve an exception for these classifications.

Regards,

A handwritten signature in black ink, appearing to read "Thomas K. Mattson", with a stylized flourish at the end.

Thomas K. Mattson  
Director of Public Works

Department: Public Works

Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Senior Fiscal Assistant	2	53,331.00	y	Billing / Payroll / Accounts payable		All non Roads Fund Public Works Departments
Executive Secretary (MC)	1	57,926.00	y	Legistar for all non Roads funds departments,		All non Roads Fund Public Works Departments
Fiscal Assistant I	3	37,163.00	y	Billing / Payroll / Accounts payable		Cal Trans FEMA, All non Roads Fund Public Works Departments / Transportation / Solid Waste
Deputy Public Works Director - General Services	1	121,516.00	y	Billing / Payroll / Accounts payable		Cal Trans FEMA, All non Roads Fund Public Works Departments
Business Manager	1	93,606.00	y	Billing / Payroll / Accounts payable	FEMA	FEMA Billing, Quarterly Reporting
Administrative Analyst II	1	60,005.00	y	Billing / Payroll / Accounts payable	Roads Projects	Director is the Road Commisioneer which is required
Director of Public Works	1	210,483.00	y	Roads Projects	Roads Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Deputy Public Works Director	1	141,833.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Associate Engineer	1	91,219.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Associate Civil Engineer	2	111,631.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Assistant Engineer I	1	63,045.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Assistant Engineer II	2	85,966.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Materials Testing Technician II	1	66,242.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Engineering Technician II	1	74,131.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Assistant Materials Testing Engineer	1	87,267.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Administrative Analyst I	1	65,228.00	y	Cal Trans Billing	Cal Tran Billing	FEMA Reporting
Engineering Technician I	1	53,691.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Engineering Technician II	1	70,025.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Survey Party Chief	1	81,078.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Senior Real Property Agent	1	64,118.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Public Works Dispatcher	1	56,056.00	y	Road Maintenance	Road Maintenance	CHP callouts/ Emergency response
Road Superintendent	2	96,119.00	y	Road Maintenance	Road Maintenance	
Road Maintenance Supervisor	7	73,788.00	y	Road Maintenance	Road Maintenance	
Bridge Crew Supervisor	1	74,038.00	y	Road Maintenance	Road Maintenance	
Roads Division Manager	1	119,113.00	y	Road Maintenance	Road Maintenance	
Traffic Control Crew Supervisor	1	67,080.00	y	Road Maintenance / Traffic Control Lights	Road Maintenance / Traffic Control Lights	Impacts the City of Eureka and McKinleyville
Traffic Control Maintenance Worker	4	58,664.00	y	Road Maintenance / Traffic Control Lights	Road Maintenance / Traffic Control Lights	
Bridge Maintenance Worker	2	57,702.00	y	Road Maintenance	Road Maintenance	
Road Maintenance Worker III	19	66,787.00	y	Road Maintenance	Road Maintenance	
Road Maintenance Worker I	7	40,706.00	y	Road Maintenance	Road Maintenance	
Road Maintenance Worker II	11	53,814.00	y	Road Maintenance	Road Maintenance	
Senior Engineering Technician	1	89,186.00	y	Road Maintenance	Road Maintenance	
Boat Operator I	2	38,156.00	y	Ferry Boat Opertation	Road Maintenance	
Deputy Public Works Director - Environmental Services	1	127,524.00	y	Road Construction Projects	Road Construction Projects	Bikes and Trail Projects
Environmental Permitting and Compliance Manager	1	102,386.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects
Senior Environmental Analyst	1	82,620.00	y	Road Construction Projects	Road Construction Projects	Loss of Funding if projects are not completed in time approved for this project and future projects