



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: January 29, 2020

To: Department of Health and Human Services – Employee Services Division

From: Human Resources Department

Subject: Classification Review Request (1 of 2) – Allocation of one (1) Program Coordinator in budget unit 426.

Based on the information provided in your request and Human Resources discussion with the Employee Services Division, Human Resources recommends the proposed allocation of one (1) Program Coordinator positions which would appropriately meet the needs outlined in the Classification Review Request (1 of 2) dated December 17, 2019. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- “That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator (salary range 424, class 1425) position in budget unit 426 effective the pay period following Board approval.

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachments:

Classification Review Request from Health and Human Services – dated December 17, 2019
Job specification for Program Coordinator

cc: Yvonne Winter, Deputy Director of DHHS – Employee Services