



COUNTY OF HUMBOLDT

For the meeting of: 11/5/2019

File #: 19-1538

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification to Humboldt County Sheriff's Office (HCSO) for the Administrative Secretary position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Administrative Secretary (AFSCME) (salary range 341, class 0164) in budget unit 1100-221 effective immediately; and
2. Approve the deallocation of the full-time (1.0 FTE) Administrative Secretary (MC) (salary range 371, class 0166) in budget unit 1100-221 effective immediately.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

HCSO has an Administrative Secretary position currently assigned to its Business Office. At one time the position reported to the Sheriff and Undersheriff and was designated as Management Confidential. Over the years the duties of the position have been modified. The position was recently vacated and HCSO with the assistance of county Human Resources has reevaluated the position. It has been determined that the position should not be classified as Management Confidential due to its current duties and reporting structure not aligning with the Management Confidential criteria.

FINANCIAL IMPACT:

Annual salary and benefits for a 1.0 FTE Administrative Secretary (MC), step 1A is \$59,341.98. Annual salary and benefit expenses for a 1.0 Administrative Secretary (AFSCME), step 1A is \$51,686.56. This is an estimated salary savings of \$7,655.42 annually.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to remove the Management Confidential designation from the Administrative Secretary position; however, this is not recommended. HCSO and Human Resources strive for positions to be classified correctly so equity with all positions may be achieved.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA