



# COUNTY OF HUMBOLDT

For the meeting of: 9/15/2020

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File #: 20-1142

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of the New Classification of Crime Analyst

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the new job classification of Crime Analyst (class 1399, salary range 419) into the classification plan effective immediately; and
2. Adopt Resolution No. \_\_\_\_\_ (attached) approving the amendment to the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1864.

**SOURCE OF FUNDING:**

Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program

**DISCUSSION:**

On June 2, 2020 your Board approved and authorized the Humboldt County Sheriff's Office to submit an application for grant funding to the Prop 64 PH&S Grant Program. If awarded, the grant will fund one (1) Crime Analyst position. The Crime Analyst position would assist with intelligence gathering and analysis and use available data to better inform the distribution of department resources to fight marijuana crimes. The Crime Analyst is a critical element of the grant application and will serve to oversee compliance with reports and deadlines while gathering and interpreting intelligence for the Marijuana Enforcement Team.

In preparation for the award of this grant, the Humboldt County Sheriff's Office, in collaboration with Human Resources and the Koff & Associates, has created the recommended job classification for this position that does not currently exist with the County of Humboldt classification plan.

The Humboldt County Sheriff's Office has received indication that the award of this grant could occur in early September. The Humboldt County Sheriff's Office would like to have this new classification approved by your Board so that recruitment for the position can begin as soon as the grant funds become available.

Compensation Data was collected for the Crime Analyst position through the Countywide Classification and Compensation Study being conducted by Koff & Associates. Although the study is not complete, it was requested that K&A provide the information necessary to make a compensation recommendation for this position. Based upon the attached data, K&A recommends that the Crime Analyst position be placed in the 419 Salary Range with a monthly salary ranging from \$4,228.11 (Step 1A) to \$5,425.62 (Step E).

FINANCIAL IMPACT:

The Crime Analyst position will be paid for with grant funds. There would be no impact to the general fund. Should the Humboldt County Sheriff's Office be awarded the grant funding they will return to the Board of Supervisors to request the supplemental budget and allocation of the position.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by seeking outside funding sources to benefit Humboldt County needs .

OTHER AGENCY INVOLVEMENT:

Humboldt County Sheriff's Office  
Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve the adoption of the recommended classification, however; this would not be recommended as there is potential grant funding to pay for this needed position in the Sheriff's Office that would not impact the county general fund.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_
2. Copy of new Crime Analyst Job Classification
3. Crime Analyst Compensation Data Collection Spreadsheet
4. Crime Analyst Proposed Salary Range Placement

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-24  
Meeting of: June 2, 2020  
File No.: 20-643