



COUNTY OF HUMBOLDT

For the meeting of: 5/6/2025

File #: 25-528

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of new Project Coordinator I/II job classification.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Project Coordinator I/II classification in the AFSCME Bargaining Unit 1 (white collar) (classification # 0254A/B, salary range 421/445) into the classification system effective the pay period following Board approval; and
2. Adopt the Compensation Schedule effective May 11, 2025 (Attachment 2); and
3. Adopt the Resolution (Attachment 3) approving the amendment of the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The Human Resources Department conducted a classification review, which resulted in a determination that there is a need for a Project Coordinator I/II classification for the following reasons:

- **Succession Planning:** The county needs a Project Coordinator I/II to have a more encompassing organizational structure with more clear growth opportunities.
- **Departmental Support:** The Project Coordinator I/II is needed to support departments with project management. If approved by your Board, and when allocated by departments, the Project Coordinator I/II would provide administrative support for more complex projects as well as the coordination of less complex projects. With the adoption and allocation of this classification, departmental management will have more capacity for the higher-level management of more complex projects.

Thus, the Project Coordinator I/II classification specification was developed by Human Resources to meet the current needs of the County, with consideration of potential future needs of other departments. It is expected that the Project Coordinator I/II classification will be allocated with the budget in the next fiscal year.

It was determined that the Project Coordinator I/II would be placed at the same salary ranges as the Construction Project Coordinator I/II, since the scope and qualifications are similar. The classification will be in the AFSCME - White Collar group.

SOURCE OF FUNDING:

All County funds.

FINANCIAL IMPACT:

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

Narrative Explanation of Financial Impact:

The adoption of this job classification has no financial impact. However, it may have impacts in the future when departments allocate the classification.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The adoption of this job classification has no staffing impact. However, it may have impacts in the future when departments allocate the classification.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve these recommendations presented by the Human Resources Department; however, it is not recommended as there is a need for a Project Coordinator I/II classification.

ATTACHMENTS:

Attachment 1 - Project Coordinator I/II classification specification

Attachment 2 - 2025-05-11 Compensation Schedule

Attachment 3 - Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A