



COUNTY OF HUMBOLDT

For the meeting of: 4/9/2024

File #: 24-394

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Reallocation of Two Positions and Granting an Exception to Fiscal Year (FY) 2023-2024 Hiring Freeze for Humboldt County Planning and Building Department.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 full time equivalent (FTE) Planning Manager position (classification # 0681, position # 01, salary range 517) in Budget Unit 277, to 1.0 FTE Senior Planner (classification # 0660, position # 03, salary range 491) in Budget Unit 277, effective the pay period following Board approval.
2. Approve the reallocation of 1.0 full time equivalent (FTE) Senior Administrative Analyst position (classification # 0605C, position # 01, salary range 509) in Budget Unit 282, to 1.0 FTE Administrative Analyst I/II (M/C) (classification # 0605A/B, position # 01, salary range 455/486) in Budget Unit 282, effective the pay period following board approval.
3. Approve an exception to the Fiscal Year (FY) 2023-24 hiring freeze for the Senior Planner (Class 660) in 1100-277 Current Planning and Administrative Assistant II M/C (Class 605) in 1100-282 Long Range Planning.

SOURCE OF FUNDING:

Permit fees and General Fund Allocation in 1100-277 and 11000-282

DISCUSSION:

This request will allow the Planning and Building Department to promote two staff into underfilled positions and to eliminate two positions as part of the FY 2024-25 Budget. These are promotional actions and would not result in the addition of staff to the Planning and Building Department.

The reorganization of the Planning and Building Department eliminated the need for one Planning Manager position allocated in Current Planning (1100-277). However, there remains a need for a team lead. This proposal would convert the Planning Manager position to a Senior Planner position. The current Planning Manager position is currently being underfilled by an Associate Planner. The conversion of the Planning Manager position to a Senior Planner position would allow for a recruitment to take place to fill the Senior Planner position.

This action to convert the Planning Manager position down to a Senior Planner position will reduce the overall staff costs of the department while still providing senior staff capabilities. The department intends to make the recruitment for the Senior Planner position an internal promotional recruitment. Taking this action to recruit and fill the Senior Planner position before FY 2024-25 will allow the department to deallocate the Associate Planner position of the successful staff member in the 2024-25 budget.

The reorganization of the Planning and Building Department has created a need to fill the vacant Administrative Analyst II M/C position to assist with the high level budgetary and fiscal needs of the department that were previously handled by the Administrative Services Manager, who retired in December, 2023. The Administrative Services Manager position remains vacant and will be deallocated in the FY 2024-25 budget.

The department intends to make the recruitment for the Administrative Analyst II M/C position an internal promotional recruitment. Taking this action to recruit and fill the Administrative Analyst II M/C position before FY 2024-25 will allow the department to deallocate the position of the successful staff member in the 2024-25 budget.

FINANCIAL IMPACT:

There is minimal impact for FY 2023-24 with these actions. The Planning Manager position was funded for the full year in the Current Planning budget unit (1100-277), yet has been vacant since November, 2023. Converting the Planning Manager position to a Senior Planner will result in a reduction of costs. The Administrative Analyst II M/C position was included in the Long Range Planning budget (1100-282) and underfilled for most of FY 2023-24, and now is vacant. The recruitment for this position as an internal promotional position will result in approximately \$3,800 of increased staff costs through the end of FY 2023-24, depending on when the new hire begins.

STRATEGIC FRAMEWORK:

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

Core Roles: N/A

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could deny this request for an exception to the hiring freeze. This is not recommended because taking these actions now will result in fulfilling the needs of the Planning and Building Department's work-load and allow the recruitment to be finalized before the beginning of the new fiscal year.

ATTACHMENTS:

none

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A