



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-21

For the meeting of: December 2, 2014

Date: November 17, 2014

To: Board of Supervisors

From: *(Handwritten initials)* Thomas K. Mattson, Public Works Director

Subject: Request for Allocation of a Regular Full-time Senior Environmental Analyst Position in the Water Management Budget Unit (1100251)

RECOMMENDATIONS:

That the Board of Supervisors:

1. Allocate one (1.0) full-time employee (FTE) Senior Environmental Analyst (Class 0520, Salary Range 411) in budget unit 251, effective immediately; and

2. Adopt the following supplemental budget (4/5 vote) for Fiscal Year 2014-2015:

Revenues:	1100251-681200	Road Labor- Other County Fund	\$ 14,303
	1100251-09346	Public Works Services	\$ 12,259
Expenditures:	1100713-3928	Expense Transfers	\$ 4,086
	1150715-3928	Expense Transfers	\$ 8,173
	1710716-3928	Expense Transfers	\$ 8,173
	1200331-3928	Expense Transfers	\$ 6,130

SOURCE OF FUNDING:

General Fund (1100251, 1100713), Forest Resources and Recreation (1710716), Road Fund (1200331), Bicycle and Trailways (1150715)

DISCUSSION:

The Environmental Services Division requests the allocation of one additional regular full-time

Prepared by Hank Seemann

CAO Approval *Cheryl Dillingham*

REVIEW:

Auditor *MBM*

County Counsel _____

Personnel *hm*

Risk Manager _____

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Lovelace*

Seconded by Supervisor *Bass*

And unanimously carried by those members present,

The Board hereby adopts the recommended action

Contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Dated: *Dec. 2, 2014*
Kathy Hayes, Clerk of the Board

Meeting of: _____

By: *for Hartwell*

employee position for senior environmental analyst. The Environmental Services Division encompasses multiple budget units and integrates the Department's staffing for environmental permitting and compliance, resource management, natural hazard planning and mitigation, and recreation facilities. The division's work load has grown in recent years due to a combination of strategic opportunities for new projects and initiatives, responding to new State requirements, consolidation of the Natural Resources Planning Division from the former Community Development Services Department, and the increasing complexity of environmental permitting and management. Examples of new projects and responsibilities include:

- Management of the new McKay Community Forest;
- Leading the development of regional trails such as portions of the Humboldt Bay Trail and the Annie and Mary Trail;
- Conducting technical studies for levees and flood hazards;
- Developing municipal stormwater programs for McKinleyville, the unincorporated Eureka area, and Shelter Cove as required by the State's 2013 stormwater general permit;
- Participating in planning efforts for sea level rise on Humboldt Bay; and
- Responding to the State legislation signed by the Governor in September 2014 regarding sustainable groundwater management.

The position would be based in the Water Management budget unit (251) with work for other budget units covered through expense transfers. The new position will help Public Works continue to bring in outside funds to support programs and projects for prudent infrastructure and resource management and environmental stewardship. The new position will work in the Public Works office at 1105 Sixth Street in Eureka.

FINANCIAL IMPACT:

The total cost for the new full-time position for the remainder of Fiscal Year 2014-15 is estimated at \$40,863. With the requested budget adjustment, there are sufficient funds in the Water Management (251), Natural Resources Planning (289), Roads-Natural Resources (331), Parks (713), Trails (715), and Forest Resources/Recreation (716) budget units to cover the additional costs. By increasing internal capacity, the requested action will reduce the need for outside professional services and improve cost-effectiveness. The proposed action does not require a new allocation from the General Fund. This position will be incorporated as an ongoing cost to the Environmental Services Division for future fiscal years. Future costs will be covered by outside funding sources, timber harvest revenues, and the normal allocations to the Environmental Services budget units. The anticipated ongoing annual cost of \$81,726 is expected to be apportioned as follows:

- | | |
|----------------|----------|
| • 1100251-2118 | \$28,604 |
| • 1100713-3928 | \$8,173 |
| • 1150715-3928 | \$16,345 |
| • 1710716-3928 | \$16,345 |
| • 1200331-3928 | \$12,259 |

The requested action will advance three of the County's core roles (provide for and maintain infrastructure, create opportunities for improved safety and health, and protect vulnerable populations) and advance one of the Board's key goals for 2014 (investing in increased internal capacity where this would minimize outside expenses).

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Attachment #1 – Classification Review Request (October 9, 2014)

Attachment #1

Classification Review Request (October 9, 2014)

OCT 09 2014

CLASSIFICATION REVIEW REQUEST

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OCT 02 2014
PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Public Works Date: October 2, 2014

Division/Unit/Location of new position: Environmental Services

Name of contact person: Hank Seemann (268-2680)

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: ASAP Duration of grant: _____

FTE of new position: 1.0 Budget unit: 251 (also work in 331, 713, 715, 289)

Name and title of person supervising this position: Hank Seemann, Deputy-Director (Environmental Services)

Name and title of anyone currently in your department performing the same or similar duties:
Andrew Bundschuh, senior environmental analyst

RECEIVED
OCT 08 2014

Please list the primary duties of this position on the reverse side.

HUMBOLDT COUNTY
DEPARTMENT OF PUBLIC WORKS

PERSONNEL USE ONLY Senior

RECOMMENDATION: Environmental Analyst DATE: 10/7/14

NAME OF ANALYST: Ron Halverson


Personnel notes: Based upon the information provided on this form and my discussion with Hank Seemann, HR recommends the appropriate job class is Senior Environmental Analyst. You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors allocate one 1.0 FTE Senior Environmental Analyst (class 0520, salary

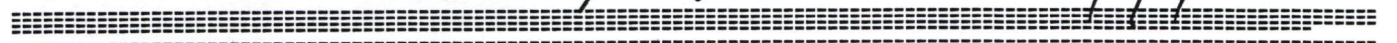
List the primary duties of the proposed position: _____

- Lead program development - prepare policies, procedures, guidelines, written plans and technical documents; perform legal and regulatory analysis; plan and implement public outreach, coordination and integration with other County departments and other public agencies (example programs include: municipal stormwater permit program, regional groundwater program, McKay Community Forest).
- Coordinate and manage complex projects – prepare grant applications; develop budgets, work plans, schedules; and consultant contracts; administer, direct, and review consultant work; supervise and direct the overall project development process (Humboldt Bay FEMA flood mapping, Humboldt Bay Trail, Annie & Mary Trail, Hammond Bridge, other levee, park, trail, and environmental projects).
- Direct, coordinate, supervise, and control quality of staff, consultants, contractors, volunteers on field work, planning initiatives, project design.
- Attend meetings to represent the County position regarding issues and projects, facilitate stakeholder input, coordinate with partners and other government agencies; prepare reports and presentations for the Board of Supervisors.

Indicate any required licenses: None

Add any additional information, which might be useful for this review: _____

Department head signature  Date 10/2/14



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range 4/1) in budget unit 251, effective
_____."

Please include a copy of this form with
your report to the Board.