



COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

File #: 22-315

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification for Sheriff's Office to Deallocate 1.0 Full-time Equivalent (FTE) Correctional Program Coordinator and allocate 1.0 FTE Program Coordinator

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Program Coordinator (class 1425) in budget unit 3884-127 effective immediately; and
2. Approve the deallocation of 1.0 FTE Correctional Program Coordinator (class 0430) in budget unit 3884-127 effective immediately.

SOURCE OF FUNDING:

Inmate Welfare Fund 3884

DISCUSSION:

The Humboldt County Correctional Facility (HCCF) administration has re-evaluated the support needed for its Inmate Welfare program and has determined that the program would be better served if the position was filled with a Program Coordinator job class 0430. The Inmate Welfare Program currently has 1.0 FTE vacant Correctional Program Coordinator position that it would like to deallocate in order to allocate the 1.0 FTE Program Coordinator position to achieve the desired management of the program.

While both job classes incorporate developing and overseeing programs, the job class of Programs Coordinator includes supervision of staff and oversight of the budget. In the last year, there has been a Client Services Worker added to the program that reports to the Correctional Programs Coordinator and the responsibility of establishing and managing the budget has been re-assigned from the Captain to the Correctional Programs Coordinator. Due to the additional job duties, administration re-evaluated the position and recommends that the Programs Coordinator job description a better match for the work being performed today, than the Correctional Programs Coordinator job description.

FINANCIAL IMPACT:

File #: 22-315

Annual salary and benefits for a 1.0 Correctional Program Coordinator, step 1A is \$76,723.00 and for a 1.0 Program Coordinator, step 1A is \$87,752.00.

For budget unit 3884-127 Inmate Welfare Program, this reallocation request is an annual net increase of \$11,029.00. Staff anticipates that the position wouldn't be filled until June 1, 2022 resulting in a net increase for FY2021-22 of \$919.08.

Due to vacancies, there are sufficient salary savings to cover this increased expense in FY2021-22 even with the equity adjustments that occurred in January 2022.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to allocate/deallocate the position.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA