



COUNTY OF HUMBOLDT

For the meeting of: 8/17/2021

File #: 21-1150

To: Board of Supervisors

From: Aviation

Agenda Section: Consent

SUBJECT:

Reorganization of the Department of Aviation and Advanced Salary Step for Timothy Hoffman, Airport Service Worker I (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the deallocation of a vacant 1.0 full-time equivalent (FTE) Fiscal Assistant I/II position (class 0177, salary range 308/331) in budget unit 3530-381 to be effective the pay period following Board approval;
2. Approve the allocation of 1.0 FTE Administrative Analyst I/II position (class 0605, salary range 427/458) in budget unit 3530-381 to be effective the pay period following Board approval;
3. Approve the deallocation of a vacant 1.0 FTE Building Maintenance Custodian position (class 0268, salary range 315) in budget unit 3530-381 to be effective the pay period following Board approval;
4. Approve the allocation of 1.0 FTE Senior Building Maintenance Custodian position (class 0263, salary range 331) in budget unit 3530-381 to be effective the pay period following Board approval; and
5. Approve the advanced step for Timothy Hoffman, Airport Service Worker (ASW) I-Step A to an ASW II-Step E.

SOURCE OF FUNDING:

Aviation Enterprise Fund (3530)

DISCUSSION:

Overview

The Humboldt County Department of Aviation has undergone tremendous organizational change in the last couple of years. The operational standards are guided by multiple regulatory agencies, including but not limited to the: Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Occupational Safety and Health Administration (OSHA), the National

Safety Council (NSC), and numerous State and Federal environmental agencies. The Humboldt County Department of Aviation must be aligned with these standards to help create a healthy, safe, and secure environment for the employees, tenants, and patrons.

Change management is the systematic approach and application of knowledge, tools and resources. The goal is to successfully implement new industry standards to ensure compliance as dictated by the various aforementioned regulatory agencies. As the Department embarks on its organizational assessment, the early onset recognition is an internal review of current vacant positions. The recommendations to deallocate the Fiscal Assistant I/II and Building Maintenance Custodian classifications are due to the unprecedented changes in the responsibilities of both positions. In collaboration and partnership with the County of Humboldt Human Resources/Risk Management Department, the recommendations are made herein are in aligned with the organizational assessment efforts.

Deallocation of Fiscal Assistant I/II and Allocation of Administrative Analyst I/II

The responsibilities necessary for this position to perform have changed over the past two years and are above and beyond the job duties of a Fiscal Assistant I/II. The duties needed specific to the Department of Aviation are handling of personal information both for County Employees and for tenants/users of the County's six airport system to perform Transportation Security Administration (TSA) regulated background checks. The Department of Aviation is handling an ever-increasing complexity of tasks associated with grant documentation related to planning, engineering, and infrastructure improvements at the six airports operated by the Department of Aviation. Specific knowledge, skills, and abilities are required to adhere to Federal Aviation Administration (FAA) requirements as it relates to application for, implementation of, and execution of FAA grant agreements. The complexities of these tasks are beyond a Fiscal Assistant I/II job description, and are appropriately aligned with the job description of an Administrative Analyst I/II.

Additionally, in the current job market, the Department of Aviation has struggled to attract qualified candidates for the Fiscal Assistant I/II position. As a result, the Department of Aviation is requesting the deallocation of a vacant 1.0 FTE Fiscal Assistant I/II position (class 0177, salary range 308/331) and the allocation of 1.0 FTE Administrative Analyst position (class 0605, salary range 427/458) in budget unit 3530-381 to be effective the pay period following Board approval.

Deallocation of Building Maintenance Custodian and Allocation of Senior Building Maintenance Custodian

The level of responsibilities for this position have grown as the Department of Aviation has experienced unprecedented growth over the past three months. The additional maintenance and cleaning needs, and the complexity of these tasks for the terminal at the California Redwood Coast-Humboldt County Airport (ACV), and other Department of Aviation facilities have grown significantly with the addition of two new airlines, expanded service from the incumbent airline, and the thousands of additional passengers and users of airport facilities.

Additionally, in the current job market, the Department of Aviation has struggled to attract qualified candidates for the Building Maintenance Custodian position. As a result, the Department of Aviation is requesting the deallocation of a vacant 1.0 FTE Building Maintenance Custodian position (class 0268, salary range 315) and the allocation of 1.0 FTE Senior Building Maintenance Custodian position (class 0263, salary range 331) in budget unit 3530-381 to be effective the pay period following Board approval.

Timothy Hoffman

The Department of Aviation is requesting approval to advance the salary step for Timothy Hoffman from his current position as an Airport Service Worker (ASW) I-Step A to an ASW II-Step E. Mr. Hoffman was hired as an Airport Service Worker I, effective May 17, 2021. Due to Mr. Hoffman's extensive background in general contracting and maintenance work including plumbing, roofing, painting, siding, flooring, and a variety of other skills utilized in his role as an ASW I the County Administrative Office approved an advanced step increase to step A on April 26, 2021. Since then, Timothy Hoffman has been recognized as an extremely valuable asset to the county who has excelled at tasks given and has gained relevant experience deserving of an ASW II step E.

Mr. Hoffman has performed exceptionally well as part of an accelerated training program. He has been certified to refuel aircraft and has already been signed off to conduct daily safety inspections of the Airport's runway and taxiway systems in accordance with the stringent Federal Aviation Authority (FAA) regulatory requirements. He has also excelled in completing the FAA requirements towards becoming a qualified Aircraft Rescue Fire Fighter. His performance during this accelerated training program has been exceptional.

The Aviation Department has had significant difficulty hiring and maintaining staff recently due to the highly competitive job market. Currently, the Department of Aviation has three vacancies and Mr. Hoffman's success in completing the accelerated training program has allowed the department to continue to provide critical services to our airlines, tenants, and the community overall.

FINANCIAL IMPACT:

The deallocation of 1.0 FTE Fiscal Assistant I/II position and the allocation of 1.0 FTE Administrative Analyst I/II position will result in annual salary and benefits increase of approximately \$20,854 in Fund 3530.

The deallocation of 1.0 FTE Building Maintenance Custodian position and the allocation of 1.0 FTE Senior Building Maintenance Custodian position will result in annual salary and benefits increase of approximately \$3296 in Fund 3530.

The advanced step increase from ASW I step A to ASW II step E will result in an annual salary and benefits increase of approximately \$15,643 in Fund 3530.

Expenditure appropriations related to the recommended allocation and deallocation have been included in the fiscal year 2021-22 budget for Aviation Enterprise budget unit 3530-381. As result, the recommended allocation and deallocation will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

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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 may choose not to approve the recommended allocations, deallocation, and step increase. However, this alternative is not recommended as it would have a negative impact on the Aviation Department's ability to efficiently, and effectively, implement airport improvements and serve customers and users of the airport.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A