



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C24

For the meeting of: December 5, 2017

Date: November 13, 2017

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Allocate One Full-Time Roads Division Manager

RECOMMENDATION(S): That the Board of Supervisors:

Approve the allocation of one full-time (1.0 FTE) Roads Division Manager (class 0210, salary range 485, unit 08) position in budget unit 325, effective at the beginning of the next bi-weekly pay period following approval.

SOURCE OF FUNDING:

Roads Fund 1200

DISCUSSION:

The Department of Public Works seeks authorization to add one full-time (1.0 FTE) Roads Division Manager position to the Roads Division to accommodate the staffing needs for this specific position within budget 325, effective at the beginning of the next bi-weekly pay period following approval.

On November 7, 2017, your Board adopted the new forty (40) hour class of Roads Division Manager (class 0210, salary range 485, unit 08) into the Classification Plan and Resolution Number 17-98, amending Appendix A of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), Local 1684 to include the

Prepared by Charlotte Merkel/be

CAO Approval 

REVIEW:

DHHS

Personnel 

Auditor 

County Counsel

CAO

TYPE OF ITEM:



☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-18

Meeting of: 11/7/17

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor  Seconded by Supervisor 

Ayes , , , 

Nays

Abstain

Absent 

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 12/5/17

By:


Kathy Hayes, Clerk of the Board

classification, Roads Division Manager.

The definition, distinguishing characteristics duties, qualifications, skill and other requirements, desired education and experience for the position of Roads Division Manager are included in the attached Classification Review.

FINANCIAL IMPACT:

The estimated cost of funding the Roads Division Manager position is \$72,378 through the end of the fiscal year. There are sufficient funds in the Roads Maintenance Category 01 line items (1200325-1100 to 1600) to cover the additional cost of this position with the Deputy Public Works Director – Roads position, which will be vacant at the end of the calendar year, will be disallocated. The difference between Deputy Public Works Director – Roads and Roads Division Manager position will be a savings to Public Works. There is no impact to the General Fund.

The requested action conforms to the Board of Supervisors' Priorities of managing resources and ensuring sustainability of services.

OTHER AGENCY INVOLVEMENT:

Human Resources-Personnel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the allocation of this position. This is not recommended as this position would be important position in the Roads Division management.

ATTACHMENTS:

Board of Supervisors' Agenda Item, dated November 7, 2017, Item number C-18
Resolution Number 17-98
Classification Review – Roads Division Manager