



# COUNTY OF HUMBOLDT

For the meeting of: 2/25/2020

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File #: 20-196

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modification to Humboldt County Sheriff's Office (HCSO) for the Training Coordinator Position

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Administrative Secretary (AFSCME, salary range 342, class 0164) in budget unit 1100-221 effective immediately; and
2. Approve the deallocation of the full-time (1.0 FTE) Training Coordinator (AFSCME, salary range 393, class 0429) in budget unit 1100-221 effective immediately.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

HCSO has a Training Coordinator position responsible for tracking the training requirements for Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC). The position is also responsible for submitting approved training for reimbursement by POST and STC. The current employee retired effective Feb. 21, 2020. Koff & Associates has evaluated this position as part of the county classification study. The firm is recommending that the position be reclassified as an Administrative Secretary. HCSO would like to make this reclassification prior to hiring a replacement.

**FINANCIAL IMPACT:**

Annual salary and benefits for a 1.0 FTE Training Coordinator, step 1A is \$69,543. Annual salary and benefit expenses for a 1.0 Administrative Secretary, step 1A is \$55,691. This is an estimated salary savings of \$13,852 annually for the General Fund.

**STRATEGIC FRAMEWORK:**

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

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**OTHER AGENCY INVOLVEMENT:**

Humboldt County Human Resources  
Koff & Associates

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could deny this request for approval to reclassify the position from a Training Coordinator to an Administrative Secretary; however, this is not recommended. HCSO and Human Resources strive for positions to be classified correctly so equity with all positions may be achieved.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: NA  
Meeting of: NA  
File No.: NA