

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA  
Certified Copy of Portion of Proceedings for the Meeting of April 23rd, 2024**

**RESOLUTION NO. 24 –**

**ADOPTION OF NEW AND AMENDED JOB CLASSIFICATIONS AND SPECIFICATIONS - SENIOR ADMINISTRATIVE ANALYST**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on January 4, 2022, the Board of Supervisors adopted Resolution No. 22-12, providing for the implementation of the 2022-2024 Memorandum of Understanding for designated American Federation of State, County & Municipal Employees (AFSCME); and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 22-12, providing for the implementation of the 2022-2024 Compensation Plans for designated American Federation of State, County & Municipal Employees; and

**WHEREAS**, on January 4, 2022, the Board of Supervisors adopted Resolution No. 22-19, providing for the implementation of the 2022-2024 Compensation Plan for Designated Management and Confidential Employees; and

**WHEREAS**, the Board of Supervisors intends to amend the 2022-2024 Compensation Plan for Designated Management and Confidential Employees; and

**WHEREAS**, California Employees Retirement System (CalPERS) requires all government agencies to provide and make available to the public the salary of all full-time, part-time employees and Elected Officials in a single salary format specified by CalPERS.

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED**

1. Adopt the job classification of Senior Administrative Analyst (class 1626, salary range 459, bargaining unit 001) into the classification plan effective the first full pay period following Board adoption; and
2. Adopt the job specification (Attachment 1) for Senior Administrative Analyst (class 1626, salary range 459, bargaining unit 001) effective the first full pay period following Board adoption; and
3. Adopt the classification of Senior Administrative Analyst (class 1606, salary range, salary range 459, bargaining unit 009) into the classification system effective the first full pay period following Board adoption; and

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4. Abolish the Senior Administrative Analyst Trainee classification/Senior Administrative Analyst Trainee (class 0605C/0605U, salary range, 509/427, bargaining unit 009) from the classification system effective the first full pay period following Board adoption; and
5. Adopt the job specification for Senior Administrative Analyst (class 1606 bargaining unit 009) (Attachment 1) effective the first full pay period following Board adoption; and
6. Adopt the amended Comprehensive Compensation Schedule (Attachment 2) effective 04-28-2024; and
7. Adopt Resolution No. \_\_\_\_\_(Attachment 3) approving the amendments to the M&C Comp Plan and the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) local 1684 effective 04-28-2024.

**IT IS FURTHER PROCLAIMED AND ORDERED** [Click or tap here to enter context for this resolution..](#)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Rex Bohn, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_, and the following vote:

AYES: Supervisors: --

NAYES: Supervisors: --

ABSENT: Supervisors: --

ABSTAIN: Supervisors: --

STATE OF CALIFORNIA

County of Humboldt

I, Tracy Damico, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

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NIKKI TURNER  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California