



# COUNTY OF HUMBOLDT

For the meeting of: 8/19/2025

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File #: 25-974

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Allocation of 1.0 Full-Time Equivalent (FTE) Business Manager Position (M&C, Class 0608, Salary Range 482) for the Humboldt County Planning and Building Department

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of 1.0 full time equivalent (FTE) Business Manager position (M&C, class 0608, salary range 482) in Budget Unit 1100-277, effective the pay period following Board approval.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

The Board of Supervisors is being asked to approve allocation of a Business Manager position in the Planning and Building Department. This position will replace an Administrative Analyst (AA), M/C (classification # 0605A/B, position # 01, salary range 455/486). The person in the Administrative Analyst position is expected to retire at the end of September. The department planned for this transition as part of the Fiscal Year 2025-26 budget.

The current Administrative Analyst is and has been the central figure in the budget administration for the department. This retirement will leave a large hole in the department. Staff envision the Business Manager can be recruited and start work with a couple of weeks' overlap with the existing Administrative Analyst to allow some training. The Business Manager will be responsible for the budget implementation and supervise the work of other administrative staff which include the following positions:

- Administrative Analyst M/C responsible for personnel matters, recruitments, separations, leaves of absence and hiring; as well as contract management, requests for proposals, purchasing, receiving, accounts payable and other special projects; and
- Administrative Analyst responsible for special projects, such as creating Power Bi data driven dashboards for the website, team lead over Department of Cannabis Control grant agreements, as well as Friends of the Eel River Grant Agreements and other duties as assigned; and
- Fiscal Assistant responsible for billing and invoice payment processing, daily reconciliation of revenues and weekly deposits.

These positions are currently being supervised by the Deputy Director and the Business Manager will relieve that burden of direct

supervision. Upon the retirement of the Administrative Analyst, that position will be deallocated in the department. The Business Manager will actually make slightly less than the Administrative Analyst and the job description provides capacity for this position to supervise. This provides more flexibility without increasing the budget.

**SOURCE OF FUNDING:**

1100277-608000 (Current Planning - Permit Fees), General Fund Allocation

**FINANCIAL IMPACT:**

<i>Expenditures (Fund, Budget Unit)</i>	<b>FY25-26</b>	<b>FY26/27 Projected*</b>	<b>FY27/28 Projected*</b>
<i>Budgeted Expenses</i>	<u>\$93,170.83</u>	<u>\$116,969.64</u>	<u>\$122,273.67</u>
<i>Additional Appropriation Requested</i>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Expenditures</i>	<u>\$93,170.83</u>	<u>\$116,969.64</u>	<u>\$122,273.67</u>

*\*Projected amounts are estimates and are subject to change.*

<i>Funding Sources (Fund, Budget Unit)</i>	<b>FY25-26</b>	<b>FY26/27 Projected*</b>	<b>FY27/28 Projected*</b>
<i>General Fund</i>			
<i>State/Federal Funds</i>			
<i>Fees/Other</i>	<u>\$93,170.83</u>	<u>\$116,969.64</u>	<u>\$122,273.67</u>
<i>Use of Fund Balance</i>			
<i>Contingencies</i>			
<i>Total Funding Sources</i>	<u>\$93,170.83</u>	<u>\$116,969.64</u>	<u>\$122,273.67</u>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

There is minimal impact for FY 2025-26 with this action. There is one vacant position that is funded for the full year in 1100-277 Current Planning (Assistant/Associate Planner (Position 277-0333-10)). The Business Manager position, if allocated, will be funded by permit fees in the 277-budget unit. The overlap between the Administrative Assistant and the Business Manager can be offset by the salary savings from the unfilled Associate Planner.

**STAFFING IMPACT:**

<i>Position Title</i>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<i>Business Manager.</i>	277-0608-01	1A	1.0	0.0

**Narrative Explanation of Staffing Impact:**

The department is one deep in many positions. The Business Manager will replace an Administrative Analyst who is the central figure in the budget process. The new Business Manager will provide better opportunity for more cross-training.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose not to allow the allocation of a Business Manager; however, this is not recommended. The proposed allocation is intended to achieve more operational efficiency and projected cost savings over the long-term.

**ATTACHMENTS:**

1. Business Manager Job Description

**PREVIOUS ACTION/REFERRAL:**

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Meeting of: N/A

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