



COUNTY OF HUMBOLDT

For the meeting of: 9/9/2025

File #: 25-1027

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of New Senior Property Technician Job Classification

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Senior Property Technician classification in the AFSCME Bargaining Unit (classification # 1420, salary range 407) into the classification system effective the pay period following board approval; and
2. Adopt the compensation schedule effective Sept. 14, 2025 (Attachment 2); and
3. Adopt the resolution (Attachment 3) approving the amendment of the 2025-2026 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The Human Resources Department conducted a classification review of the Sheriff's Office - Major Crimes Division, which resulted in a determination that there is a need for a Senior Property Technician classification to better support the Sheriff's Office. The Senior Property Technician is needed to support the Sheriff's Office property and evidence function. If approved by your Board and allocated by the Sheriff's Office, the Senior Property Technician would provide lead technical and functional direction to Property Technicians. The incumbent would also support the department by performing the most complex work related to property and evidence. With the adoption and allocation of this classification, the Sheriff's Sergeants will have more capacity for higher-level tasks. Thus, the Senior Property Technician classification specification was developed by Human Resources to meet the current needs of the county.

Human Resources recommends placing the Senior Property Technician at salary range 407, which is 10% above the Property Technician II.

SOURCE OF FUNDING:

General Fund Allocation

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

The adoption of this job classification has no immediate financial impact. However, it may have impacts in the future when the Sheriff's Office allocates the classification. The beginning hourly rate for this classification at Step 1A is \$22.98 per hour, and Step E is \$29.48 per hour.

STAFFING IMPACT:**Narrative Explanation of Staffing Impact:**

The adoption of this job classification has no staffing impact. However, it may have impacts in the future when the Sheriff's Office allocates the classification.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve these recommendations presented by the Human Resources Department; however, it is not recommended as there is a need for a Senior Property Technician classification.

ATTACHMENTS:

Attachment 1 - Senior Property Technician classification specification

Attachment 2 - 2025-09-14 Compensation Schedule

Attachment 3 - Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A