



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: November 20, 2018
To: William Honsal, Sheriff
From: Human Resources Department

Subject: Classification Review Request - Deallocating the Senior Legal Office Assistant position and allocation of a Program Coordinator position in budget unit 297

Based on the information provided in your request and Human Resources discussion with the Sheriff's Department, Human Resources recommends the proposed allocation of a Program Coordinator position would appropriately meet the needs outlined in the Classification Review Request dated November 14, 2018. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator position (salary range 421, class 1425) in budget unit 297 effective (either immediately, beginning of the bi-weekly pay period following approval or specific date). *(4/5 vote required)*
- "Approve the deallocation of the Senior Legal Office Assistant position (salary range 347, class 0168 in budget unit 297). *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from the Sheriff's Department – dated November 14, 2018
Job specification for Senior Legal Office Assistant
Job specification for Program Coordinator

cc: Regina Fuller, Deputy Director Sheriff's Administration
Dorie Lanni, Office of Emergency Services
Elishia Hayes, County Administrative Office