



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: May 5, 2015

Date: April 28, 2015
 To: Board of Supervisors
 From: Dan Fulks, Director of Human Resources *DF*
 Subject: Adopt the Resolution to amend the Compensation Plan for Management and Confidential Employees and Elected and Appointed Department Heads to add the new job class of Administrative Assistant/Deputy Clerk of the Board I/II/III and the reallocation of the positions of Administrative Assistant to the Board of Supervisors and Deputy Clerk of the Board

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the proposed new Management and Confidential job class of Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); and
2. Adopt Resolution No. 15-51 (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2014-15 to include:

Add:

Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408, unit 09)

Delete:

Administrative Assistant to the Board of Supervisors (class number 0111, salary range 398)

Deputy Clerk of the Board (class number 0115, salary range 368); and

Prepared by: Ron Halverson, Assistant Director of Human Resources

CAO Approval *Amundson*

REVIEW:

Auditor *MM*

County Counsel _____

Human Resources *DF*

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Bass*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *May 5, 2015*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

3. Approve an amendment to the Position Allocation List to reallocate the currently occupied 1.0 FTE Administrative Assistant to the Board of Supervisors (class number 0111, salary range 398, position 01) in budget unit 101 to Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); and
4. Approve an amendment to the Position Allocation List to reallocate the currently occupied 1.0 FTE Deputy Clerk of the Board (class number 0115, salary range 368, position 01) in budget unit 101 to Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); and
5. Approve the cessation of the Salary Resolution, Section 7 wage adjustment for Deputy Clerk of the Board, authorized by Board action on January 13, 2015, Agenda Item No. C-2,

effective the beginning of the pay period immediately following approval.

SOURCE OF FUNDING: General Fund

DISCUSSION: On January 13, 2015 the Board of Supervisors directed the Human Resources Department (HR) to conduct a classification review for the job classes of Administrative Assistant to the Board of Supervisors and Deputy Clerk of the Board (Agenda Item No. C-2). HR has concluded the review and recommends that the new flexible job class of Administrative Assistant/Deputy Clerk of the Board I/II/III be adopted into the classification plan and be used to replace both job classes of Administrative Assistant to the Board of Supervisors and Deputy Clerk of the Board.

Staff working within the Board of Supervisor's Office are in a unique situation in that they provide administrative support to essentially five different department heads (as opposed to one). With the limited number of staff (3) within the Board's Office staff assignments must be flexible enough to function in back-up roles for one another. Further, regular election cycles can potentially affect the composition of the Board requiring job descriptions to be flexible enough to meet the changing needs of the Board. The new proposed flexible job class provides the flexibility for the Board, as a department head, to assign the class level as appropriate and affix compensation commensurate to demonstrated skills, abilities and experience of the incumbent.

The reallocation of the current positions of Administrative Assistant to the Board of Supervisors and Deputy Clerk of the Board to Administrative Assistant/Deputy Clerk of the Board I/II/III will effectively reclassify the incumbents in those positions. Based upon our review HR is recommending that the current Administrative Assistant to the Board of Supervisors, Tracy D'Amico, be appropriately reclassified as Administrative Assistant/Deputy Clerk of the Board III, step D; and that the current Deputy Clerk of the Board, Ana Hartwell, be appropriately reclassified as Administrative Assistant/Deputy Clerk of the Board II, step C. Anniversary dates related to step increases for each incumbent will remain unchanged.

FINANCIAL IMPACT: For the remainder of FY 2014-15 the increased costs will be approximately \$1,288.00. For FY 2015-16 the increased costs will be approximately \$15,974.

The above recommended Board actions support the Board's Strategic Framework by providing for and maintaining infrastructure and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to not approve the recommendations identified above and direct staff accordingly at your pleasure.

ATTACHMENTS: Job Description for the proposed new job class of Administrative Assistant/Deputy Clerk of the Board I/II/III

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of May 5, 2015

RESOLUTION NO. 15-51

RESOLUTION AMENDING RESOLUTION NO. 14-93 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED OFFICIALS)

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 November 14, 2014, the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County officials; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 14-93 to establish the salary for certain classifications.

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Amend Attachment I to Exhibit A of Resolution No. 14-93, effective May 10, 2015 (See Attachment I).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: May 5, 2015



ESTELLE FENNELL, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Lovelace, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Sundberg, Lovelace, Bohn, Fennell, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of May 5, 2015

RESOLUTION NO. 15-51

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, 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.

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



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0606	Accountant/Auditor I	385
0606	Accountant/Auditor II	407
0605	Administrative Analyst I	405
0605	Administrative Analyst II	436
1115	Administrative Assistant/Deputy Clerk of the Board I	368
1115	Administrative Assistant/Deputy Clerk of the Board II	388
1115	Administrative Assistant/Deputy Clerk of the Board III	408
0111	Administrative Assistant to the Board of Supervisors	398
0166	Administrative Secretary	349
0775	Administrative Services Manager	438
0776	Administrative Services Officer	413
0102	Administrative Support Manager to the BOS/Clerk of the Board	436
0617	Airport Manager	448
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	444
0646	Assistant Auditor-Controller	479
0474	Assistant Chief Probation Officer	479

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014**

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0408	Assistant Coroner-Public Administrator	433
0601	Assistant County Administrative Officer	558
0109	Assistant County Clerk	416
0603	Assistant County Counsel	560
0116	Assistant County Recorder	393
0142	Assistant Dir. of Child Support Services	490
0922	Assistant Dir. of Psychiatric Nursing	482
0651	Assistant Director of Human Resources	502
0655	Assistant Director of Library Services	475
0650	Assistant Director - Administration Health & Human Services	555
0649	Assistant Director- Programs Health & Human Services	555
0616	Assistant District Attorney	540
0108	Assistant Payroll/Position Control Manager	383
0625	Assistant Public Defender	536
0677	Assistant Public Guardian	404
0682	Assistant Treasurer & Tax Collector	479
0303	Associate Engineer	470

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014**

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0117	Budget Specialist	432
0608	Business Manager	432
0198	CAO Project Manager	479
0613	Chief Appraiser	465
0838	Chief Building Official	497
0680	Child Support Special Programs Coord.	414
0942	Clinic Physician (extra help only)	\$116.97/hr
0852	Compliance and Quality Assurance Administrator	469
0437	Correctional Captain	475
0419	Correctional Lieutenant	461
0207	County Surveyor	472
0759	Departmental Information Systems Supervisor	440
0620	Deputy Assessor	472
0618	Deputy Auditor-Controller	479
0931	Deputy Branch Director	517
0115	Deputy Clerk of the Board	368
0599	Deputy County Administrative Officer	514
0600	Deputy County Counsel I	421

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014**

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0600	Deputy County Counsel II	454
0600	Deputy County Counsel III	487
0600	Deputy County Counsel IV	519
0438	Deputy Director - Sheriff's Administration	479
0554	Deputy Health Officer	\$10,653/mo
0315	Deputy Planning Director	497
0300	Deputy Public Works Director	506
0307	Deputy Public Works Director - Environmental Services	484
0200	Deputy Public Works Director - Facilities Management	492
0301	Deputy Public Works Director - General Services	475
0619	Development Assistance Manager	479
0510	Director of Environmental Health	493
0932	Director of Psychiatric Nursing	493
0508	Director of Public Health Nursing	493
0638	Economic Development Coordinator	459
0634	Economic Development Specialist	436
0119	Elections Manager	438

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0193	Emergency Services Manager	418
0699	Employee Relations Officer	473
0851	Employment and Training Manager	483
0202	Equipment Superintendent	433
0103	Executive Assistant to the CAO	370
0167	Executive Secretary	368
0181	Executive Secretary-Children & Family Commission	368
0253	Facility Maintenance Manager	422
0252	Facility Maintenance Supervisor	389
0184	Fiscal Officer	413
0174	Fiscal Services Supervisor	385
0545	Health & Human Services - Mental Health Branch Director	536
0818	Health & Human Services - Social Services Branch Director	536
0544	Health & Human Services - Public Health Branch Director	536
0814	Health and Human Services - Deputy Director-Employee Services	512
0817	Health and Human Services - Deputy Director-Finance	512

Attachment 1

**SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014**

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0816	Health and Human Services - Deputy Director-Information Services	512
0840	Health Officer-Medical Director	\$86.09/hr
0645	Housing and Assistance Coordinator	436
0697	Human Resources Analyst - Risk I	408
0697	Human Resources Analyst - Risk II	436
0684	Human Resources Analyst I	408
0684	Human Resources Analyst II	436
0699	Human Resources Technician I	357
0699	Human Resources Technician II	386
0380	Information Systems Supervisor	440
0417	Investigator	422
0413	Investigator (Code Enforcement)	436
0644	IT Applications Analyst Supervisor	460
0131	IT Division Director	512
0645	IT Systems Supervisor	446
0482	Juvenile Corrections Facility Manager	423
0815	Legal Accounting Specialist	368
0683	Legal Analyst	436

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0197A	Legal Office Assistant I	296
0197B	Legal Office Assistant II	316
0134	Legal Office Business Manager	451
0143	Legal Office Services Manager	413
0139	Legal Secretary I	327
0139	Legal Secretary II	346
0652	Library Division Manager	452
0902	Medical Director	711
0905	Medical Records Manager	456
0169	Office Assistant I	278
0169	Office Assistant II	299
0186	Office Assistant III	320
0118	Office Services Supervisor	372
0452	Paralegal I	338
0452	Paralegal II	357
0938	Payroll/Personnel Specialist	346
0941	Payroll/Personnel Supervisor	378
0113	Payroll/Position Control Manager	413

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0336	Permit Supervisor	442
0151	Personnel Assistant	314
0609	Personnel Technician	357
0937	Physician/Psychiatrist	680
0930	Physician/Psychiatrist (extra help only)	727
0687	Policy and Legislative Manager (MSS)	469
0475	Probation Division Director	443
0425	Program Coordinator	418
0934	Program Manager	483
0747	Program Manager I	483
0750	Program Manager II	493
0146	Public Education and Information Manager (MSS)	460
0842	Public Guardian	440
0512	Public Health Lab Director	508
0516	Public Health Lab Manager	475
0195	Public Information Specialist	405
0129	Public Works Dispatcher	339
0915	Quality Management Coordinator	456

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0620	Real Property Manager	463
0700	Risk Manager	514
0201	Road Superintendent	428
0175	Secretary	333
0605	Senior Administrative Analyst Trainee	377
0605	Senior Administrative Analyst	459
0665	Senior Buyer	370
0598	Senior Deputy County Counsel	534
0123	Senior Fiscal Assistant	351
0539	Senior Health Program Manager	433
0690	Senior Human Resources Analyst - Risk	448
0138	Senior Legal Secretary	368
0110	Senior Office Assistant	346
0685	Senior Payroll/Personnel Specialist	356
0933	Senior Program Manager	493
0394	Senior Staff Services Manager	450
0182	SSB Secretary II (MSS class)	349
0729	Staff Services Analyst I	405

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SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 11-14-2014

CLASS NUMBER	CLASS	AMENDED SALARY RANGE 05-10-15
0729	Staff Services Analyst II	436
0396	Staff Services Analyst III	438
0395	Staff Services Manager	440
0612	Supervising Appraiser	443
0633	Supervising Assessment Technician	404
0610	Supervising Attorney	536
0614	Supervising Auditor-Appraiser	447
0364	Supervising Child Support Attorney	536
0114	Supervising Legal Secretary	378
0681	Supervising Planner	460
0470	Supervising Probation Officer	423
0674	Supervising Tax-Collector	377
0171	Supervising Treasurer	377
0672	Veterans Service Officer	377

ADMINISTRATIVE ASSISTANT/
DEPUTY CLERK OF THE BOARD I/II/III

DEFINITION

Under direction, provides varied, complex and often confidential administrative and secretarial support to members of the Board of Supervisors, individually and to the Board as a whole; prepares agendas and consolidates supporting materials; maintains records and other information for the Board; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a flexible job class with responsibilities for supporting and coordinating Board of Supervisors activities, attending meetings, providing for the publication of legal notices, bid specifications and related documents, and engaging in regular contact with County staff, governmental officials, representatives of business or community organizations and the public to exchange information and explain administrative policies and procedures. The level at which incumbents are assigned within this job class is dependent upon the incumbent's demonstrated capacities to perform the requisite duties of the position. This class is distinguished from the Administrative Support Manager/Clerk of the Board in that the latter has overall responsibility for the administrative support of the Board of Supervisors.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives and screens visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures; reviews and responds to citizen complaints.
- Attends meetings of the Board of Supervisors and serves as recording secretary; records actions taken and arranges for recording of actions in official records; transmits records or notices of action taken to appropriate parties.
- Performs a wide variety of specialized projects which requires researching, compiling and summarizing a variety of informational or statistical materials from multiple sources; prepares Board agenda items.

- Receives and reviews agenda items to ensure that all submittals are complete and in compliance with established procedures; oversees preparation and distribution of the agenda and supporting documentation.
- Assists the public and other governmental agencies with information regarding Board of Supervisors' policies and activities.
- Composes ordinances, resolutions, proclamations, correspondence, confidential memos and other materials independently or from brief notes.
- Certifies authenticity of official Board actions and distributes certified copies and other documents resulting from such actions; prepares and publishes legal notices, bid solicitations and related documents; opens and processes bids on behalf of the Board.
- Organizes and maintains various administrative, reference, and follow-up files; maintains a variety of databases and inputs and retrieves data; researches, gathers data and provides information requested by Board members, staff and constituents.
- Drafts and a wide variety of finished documents from notes, brief instructions, or printed materials; prepares reports.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English grammar; meets critical deadlines.
- Organizes meetings by notifying participants, making room arrangements, preparing agendas and required informational materials; may attend such meetings and prepare minutes or may represent the Supervisor or associated staff at such meetings.
- Develops and maintains rosters for Board appointed commissions, boards and committees, including tracking vacancies, applications and expiration dates; insures legal posting requirements are met.
- Follows up on projects, transmits information, may sort, read and route mail, keep informed of pertinent activities.
- Makes appointments and maintains a calendar, schedules and arranges for meetings and makes travel arrangements.
- Coordinates in-office IT resources and provides technical assistance to Board members.
- May assist with preparing and administering the budget for the office.
- May represent or accompany the Supervisors to various official functions and meetings; may present awards or proclamations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Office administrative and secretarial support practices and procedures, such as business letter writing and the use and operation of common office equipment, including standard business office software.

Organization and function of public agencies, including the role of an elected Board of Supervisors and appointed boards and commissions and appropriate meeting rules of conduct.

Legal requirements for filing, publishing and processing of various Board and County matters.

Recordkeeping, report research and preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Skill in:

Providing complex, varied, responsible, and often confidential secretarial and office administrative assistance to County Supervisors and associated staff.

Interpreting, applying and explaining complex policies and procedures.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Preparing agendas and researching, compiling, and summarizing a variety of informational materials.

Composing correspondence independently or from brief instructions.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Keyboarding accurately at a speed sufficient to complete the work.

Other Requirements:

Must possess a valid California driver's license. Must be willing to work evenings or other off-shift hours.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Administrative Assistant/Deputy Clerk of the Board I:

Three years of office administrative or secretarial experience providing complex and confidential office administrative support to senior management staff at a level equivalent to the County's class of Executive Secretary, or the equivalent of any combination of education and experience in a technically oriented administrative function.

Administrative Assistant/Deputy Clerk of the Board II:

In addition to the above, one year of experience at a level equivalent to the County's class of Administrative Assistant/Deputy Clerk of the Board I, or the equivalent of any combination of education and experience in a technically oriented administrative function.

Administrative Assistant/Deputy Clerk of the Board III:

In addition to the above, one year of experience at a level equivalent to the County's class of Administrative Assistant/Deputy Clerk of the Board II, or the equivalent of any combination of education and experience in a technically oriented administrative function.