



AGENDA ITEM NO.  
**C-13**

# COUNTY OF HUMBOLDT

For the meeting of: December 6, 2016

Date: November 1, 2016

To: Board of Supervisors

From: Maggie Fleming, District Attorney *M Fleming*

Subject: Classification review and re-allocation of District Attorney Legal Office Services Supervisor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Re-allocate the full-time 'Y-rated' Legal Office Services Supervisor Position (class 1150, salary range 372, position 01) in budget unit 205, currently occupied by Jean Gomes, to Legal Office Services Manager (class 0143, salary range 423) effective the beginning of the pay period following approval.
2. Provide an approved item reflecting the re-allocation to the Human Resources and Payroll departments.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

At the request of the District Attorney, the Human Resources Department recently completed a

Prepared by Rachelle Davis CAO Approval *Cheryl D. Johnson*

REVIEW: Auditor *MSM* County Counsel \_\_\_\_\_ Human Resources *DF* Other \_\_\_\_\_

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor Fennell Seconded by Supervisor Bass

Ayes Sundberg, Fennell, Lovelace, Bohn, Bass

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. C-9

Meeting of: April 19, 2011

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

Dated: Dec. 6, 2016

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

classification review of the existing 'Y-rated' Legal Office Services Supervisor. The request was prompted by changes in assignments to increase the efficiency of the District Attorney's Office and take fuller advantage of individuals' skills and abilities. The review yielded the recommendation to re-allocate the Legal Office Services Supervisor to a Legal Office Services Manager position. This item supports the Boards Strategic Framework by investing in county employees.

FINANCIAL IMPACT:

Reallocation of the 'Y-rated' Legal Office Services Supervisor would have an estimated salary and benefits increase in cost of \$229 for the remainder of FY 2016-2017. Funds are available to cover this cost.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the re-allocation request and continue to have Ms. Gomes perform functions beyond her current position classification.

ATTACHMENTS:

1. Classification Review memo dated July 28, 2016.



HUMAN RESOURCES DEPARTMENT  
**COUNTY OF HUMBOLDT**

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RECEIVED

JUL 29 2016

DISTRICT ATTORNEY

**DATE:** July 28, 2016  
**TO:** Maggie Fleming, District Attorney  
**FROM:** Becke Perry, Human Resources Analyst *B. Perry*  
**SUBJECT:** Classification review of the Legal Office Services Supervisor currently occupied by Jean Gomes.

At your request, the Human Resources Department has conducted a classification review for the Legal Office Services Supervisor position, currently occupied by Jean Gomes. The review was requested for the purpose of assessing the appropriateness of her job classification as a Legal Office Services Supervisor. A copy of the Job Analysis Questionnaire (JAQ) was completed by your Department and is attached with this report.

In September 2010 the previous District Attorney (Mr. Gallegos) had requested classification reviews for several positions within the DA's office which resulted in several position reclassifications, including the downward reclassification of Ms. Gomes from a Legal Office Services Manager to a Legal Office Services Supervisor. Ms. Gomes position was 'Y-rated' for compensation purposes. Since the appointment of yourself as District Attorney in January 2015, Ms. Gomes has once again been utilized in her previous managerial role, therefore resulting in your request for a classification review.

Based upon my conversation with Jean Gomes, and Rachele Davis and the information provided in the JAQ, Human Resources recommends that the appropriate classification for this position is Legal Office Services Manager.

The duties for this particular assignment covers a broad scope of activities intended to provide second level supervision for diverse legal activities of multiple functional areas or units through full first line supervisors and lead staff. This position plans, organizes, manages and reviews a diverse legal office and legal secretarial, general administrative support activities through subordinate supervisors and lead staff; supervises and reviews the work of subordinate supervisory and legal office support staff; trains staff in specific departmental and unit policies and procedures; evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel activities; answers inquires, provides information and resolves complaints from the public or employees regarding assigned functions from the public or employees regarding assigned functions and activities, which often requires the use of judgement and the interpretation of policies, rules and procedures. Additional duties will include, collaborating with agencies and other entities, drafting policies and procedures, maintaining records and preparing special and periodic reports.

These duties are consistent with the scope of duties described in the Legal Office Services Manager job class specifications

If you are in concurrence with this recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

“That the Board of Supervisors:

Reallocate the full-time 'Y-rated' Legal Office Services Supervisor (class 1150, salary range 372, position 01,) position in budget unit 205, currently occupied by Jean Gomes, to Legal Office Services Manager (class 0143, salary range 423) effective the beginning of the pay period immediately following approval.

This action, if approved by the Board, will effectively reclassify Jean Gomes into the higher level job class of Legal Office Services Manager.

For informational purposes, please attach a copy of this report with your report to the Board of Supervisors.

If you have any questions please feel free to give me a call at 476-2349.

cc: Rachelle Davis  
Jean Gomes