



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C14**

For the meeting of: February 13, 2018

Date: January 18, 2018  
To: Board of Supervisor  
From: Lisa DeMatteo, Director of Human Resources *LAD*  
Subject: Compensation Adjustment for Director of Planning & Building and End Additional Compensation for Agricultural Commissioner/Sealer of Weights and Measures

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a 10 percent increase in base pay for the position of Director of Planning & Building (class 0832), effective at the beginning of the next pay period following approval;
2. End the additional compensation of 5 percent for the position of Agricultural Commissioner/Sealer of Weights and Measures (class 0824) previously approved for providing services to Del Norte County, effective the pay period immediate following the June 30, 2018 contract expiration; and
3. Adopt Resolution No. 18-05 amending Attachment 1 of the Compensation Plan for Appointed and Elected Department Heads.

SOURCE OF FUNDING: General Fund

DISCUSSION:

The Board has adopted a Compensation Plan for Management and Confidential Employees and Appointed

Prepared by Lisa DeMatteo CAO Approval *[Signature]*

REVIEW: Auditor *vpd* County Counsel *cu* Human Resources *LAD* Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor *Bass*  
Seconded by Supervisor *Ferrell*  
And unanimously carried by those members present,  
The Board hereby adopts the recommended action contained in this report.

PREVIOUS ACTION/REFERRAL:  
Board Order No. C-12 \_\_\_\_\_  
Meeting of: 6/14/16 \_\_\_\_\_

Dated: 2/13/18  
Kathy Hayes, Clerk of the Board  
By: *[Signature]*

and Elected Department Heads. The Compensation Plan for Appointed and Elected Department Heads (Exhibit B) provides a process for evaluating additional compensation for department heads based on changes in responsibility.

Pursuant to the language in the Compensation Plan regarding increased responsibilities, Director of Planning & Building John Ford requested consideration for an additional 10 percent in compensation for taking on additional duties. Such additional duties include implementing many of the Board's most significant initiatives, including the cannabis program, the update of the Humboldt Bay area plan and Code Enforcement.

This request for additional compensation relative to additional services provided was evaluated by the County Administrative Officer and the Director of Human Resources and additional compensation of 10 percent is recommended.

Additionally, this item is requesting a decrease of 5 percent for Agricultural Commissioner/Sealer of Weights and Measures Jeff Dolf due to the June 30, 2018 expiration of contracts with Trinity and Del Norte Counties.

On June 14, 2016 the Board approved a compensation adjustment for the Agricultural Commissioner of 10 percent for services provided under contract to both Trinity and Del Norte Counties. Staff recommends ending 5 percent of the additional compensation effective the pay period immediately following the June 30, 2018 expiration of the contracts with Trinity and Del Norte Counties. The entire 10 percent is not recommended to end as the Agricultural Commissioner has taken on additional duties associated with the implementation, permitting and tracking of cannabis activities.

To effectuate the changes to both the Planning and Building Director and the Agricultural Commissioner/Sealer of Weights and Measures, a resolution amending the compensation plan is necessary and attached for your Board's consideration.

#### FINANCIAL IMPACT:

The monthly salary and benefits associated to an increase of 10 percent of the base pay for the Director of Planning and Building is \$1,324. The overall estimated increase for the remaining 10 pay periods in FY 2017-18 is \$6,110. Funding for this additional cost can be absorbed through the department's current General Fund allocation, having no additional impact on the General Fund. These costs will be incorporated in the proposed budget in FY 2018-19 and future years. This action supports your Board's strategic framework by investing in county employees and building interjurisdictional and regional cooperation.

The monthly salary and benefits associated to a decrease of 5 percent of the base pay for the Agricultural Commissioner/Sealer of Weights and Measures is \$711, or \$8,530 annually. While there is a salary savings associated to this request, revenues of approximately \$2,800 per month will be lost due to the expiration of the contracts with Trinity and Del Norte Counties. These changes will be incorporated in the proposed budget in FY 2018-19 and future years and will have no additional impact on the General Fund. This action supports your Board's strategic framework by investing in county employees.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could decline to provide additional compensation for the position of Director of Planning & Building. This alternative is not recommended as the past practice of the county has been to provide increased compensation when additional duties and responsibilities are assumed.

ATTACHMENTS:

Resolution No. 18-05 amending Attachment 1 of Exhibit B – Compensation Plan for Appointed and Elected Department Heads

Attachment 1 – Monthly Salaries for Appointed Department Heads

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of February 13, 2018

RESOLUTION NO. 18-05

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS AMENDING RESOLUTION NO. 16-10 (2015-2016 AND 2016-2017 COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)**

**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 January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the compensation plans for management and confidential employees and for elected and appointed County department heads; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 16-10 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. 16-10, to read as shown on the attached sheet. (See Attachment 1).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation dates stated therein.

Dated: February 13, 2018



Ryan Sundberg, Chair  
Humboldt County Board of Supervisors

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

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

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**


Certified copy of portion of proceedings, Meeting of February 13, 2018

RESOLUTION NO. 18-05

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 an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

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

  
\_\_\_\_\_  
By Ryan Sharp  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California

ATTACHMENT 1  
MONTHLY SALARIES FOR  
APPOINTED DEPARTMENT HEADS  
UNIT 10  
ADOPTED 1-19-16

CLASS	SALARY RANGE EFFECTIVE 4-10-16	SALARY RANGE EFFECTIVE 6-19-16	SALARY RANGE EFFECTIVE 7-3-16	SALARY RANGE EFFECTIVE 1-1-17
Agricultural Commissioner-Sealer of Weights and Measures				\$10,249
<del>Agricultural Commissioner-Sealer of Weights and Measures</del>	<del>\$9,426</del>	<del>\$10,369</del>	<del>\$10,576</del>	<del>\$10,788</del>
Chief Probation Officer	\$10,603		\$10,815	\$11,031
Children and Families Commission Director	\$6,822		\$6,958	\$7,097
Conflict Counsel	\$11,453		\$11,682	\$11,915
County Administrative Officer	\$14,796		\$15,092	\$15,393
County Counsel	\$13,345		\$13,612	\$13,884
County Librarian	\$8,976		\$9,156	\$9,339
Director - Department of Health and Human Services	\$14,077		\$14,359	\$14,646
Director of Child Support Services	\$10,529		\$10,740	\$10,954
Director of Human Resources	\$11,382		\$11,610	\$11,842
<b>Director of Planning &amp; Building</b>				<b>\$10,850</b>
<del>Director of Planning &amp; Building</del>	<del>\$9,481</del>		<del>\$9,670</del>	<del>\$9,864</del>
Director of Public Works	\$11,090		\$11,312	\$11,538
Public Defender	\$12,025		\$12,266	\$12,511