



COUNTY OF HUMBOLDT

For the meeting of: 3/11/2025

File #: 25-258

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Reclassification of Planning and Building Department Staff

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 full time equivalent (FTE) Senior Office Assistant position (classification # 0135, position # 01, salary range 366) in Budget Unit 277, to 1.0 FTE Executive Secretary (classification # 0163, position # 01, salary range 392), effective the pay period following board approval; and
2. Reclassify Gerald Giannini from a 1.0 full time equivalent (FTE) Senior Office Assistant (classification # 0135, position # 01, salary range 366) in Budget Unit 277, to a 1.0 FTE Executive Secretary (classification # 0163, position # 01, salary range 392) in Budget Unit 277, effective the pay period following board approval.

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 County of Humboldt Human Resources Department did a classification study with the goal of determining whether Senior Office Assistant is the appropriate classification for Gerald "Trip" Giannini. We received information from the incumbent and department management, and it became apparent that Mr. Giannini should be reclassified to an Executive Secretary for the reasons herein.

Approximately 60% of Mr. Giannini's work time is spent responding to California Public Records Act (CPRA) requests related to the Planning and Building Department. The work duties associated with responding to CPRA requests include:

- Reviewing the CPRA request in a computer-based application;
- Corresponding with County Counsel when needed;
- Performing research and analyses of data to determine its suitability for release under the CPRA;
- Drafting and preparing official responses to CPRA requests.

Responding to CPRA requests requires in-depth knowledge of the California Public Records Act, such as the type of documents that are releasable under the act as well as the timeframes associated with CPRA requests. The incumbent's responsibilities related to CPRA requests are more complex and have a higher consequence of error than do the typical duties and responsibilities as described in the Senior Office Assistant classification specification. Since most of the incumbent's work time is spent on duties related to responding to CPRA requests, it is appropriate to reclassify the position to an Executive Secretary, which more adequately captures the work complexity and scope of responsibility.

SOURCE OF FUNDING:

General Fund (1100)

FINANCIAL IMPACT:

<i>Expenditures (1100 262 Building, 269 Code Enforcement, 277 Current Planning, 282 Long Range Planning)</i>	FY24-25	FY25-26 Projected*	FY26-27 Projected*
<i>Budgeted Expenses</i>	<u>\$76,717</u>	<u>\$87,215</u>	<u>\$91,068</u>
<i>Increase in salary</i>	<u>\$2,769.77</u>		
Total Expenditures	<u>\$79,487</u>	<u>\$87,215</u>	<u>\$91,068</u>

**Projected amounts are estimates and are subject to change.*

<i>Funding Sources (1100 262 Building, 269 Code Enforcement, 277 Current Planning, 282 Long Range Planning)</i>	FY24-25	FY25-26 Projected*	FY26-27 Projected*
<i>General Fund</i>	<u>\$79,487</u>	<u>\$87,215</u>	<u>\$91,068</u>
Total Funding Sources	<u>\$79,487</u>	<u>\$87,215</u>	<u>\$91,068</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The salary increase from Senior Office Assistant to Executive Secretary for the 2024-25 fiscal year will be \$2,769.77, assuming March 11, 2025, as the effective date. As this position’s primary function is responding to Public Information Requests, the funding source is from the General Fund, not from fees as other positions in Planning and Building are funded, administrative costs are distributed across the four Planning & Building budget units. As Planning and Building must reallocate this position and no increases to the General Fund are forthcoming, there is no option but to make this fit into this department's budget.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Senior Office Assistant	2770135-01	C		1.0
Executive Secretary	2770163-01	To be determined by County Payroll	1.0	

Narrative Explanation of Staffing Impact:

The staff of the Planning and Building Department will be positively impacted if the Board of Supervisors approves this item. Having the incumbent appropriately classified will allow for more cohesion across the entire department. This action will not increase or decrease department-wide staffing.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could decide not to approve this reclassification, however that is not recommended as the incumbent is performing job duties that are out of scope for their current classification.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File #: 25-258

File No.: N/A