



# COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

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File #: 25-1397

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Adoption of the Updated Classification Specifications and Transfer of Employees within the Human Resources Department.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the updated classification specification (Attachment 1) for Senior Human Resources Analyst (classification # 0688) effective the pay period following board approval;
2. Adopt the updated classification specification (Attachment 2) for Human Resources Analyst I/II (classification # 0684A/B) effective the pay period following board approval;
3. Adopt the updated classification specification (Attachment 3) for Human Resources Technician I/II (classification # 0699A/B) effective the pay period following board approval;
4. Transfer Michael Schroer from the classification of Senior Human Resources Analyst - Risk (classification # 0690), to the classification of Senior Human Resources (classification # 0688) effective the pay period following board approval;
5. Transfer Jessica Jabbour and Jennifer Oakley from the classification of Human Resources Analyst II - Risk (classification # 0697B), to the classification of Human Resources Analyst II (classification # 0684B) effective the pay period following board approval;
6. Abolish the Senior Human Resources Analyst - Risk (# 0690) classification from the classification system effective the pay period following board approval;
7. Abolish the Human Resources Analyst - Risk I/II (# 0697A/B) classification from the classification system effective the pay period following board approval;
8. Adopt the Compensation Schedule (Attachment 4) effective the pay period following board approval; and
9. Adopt the Resolution (Attachment 5) approving the amendment of the 2022-2024 Compensation Plan for Designated Management and Confidential Employees.

**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 Human Resources Department (HR) intends to update and condense its departmental classifications. Since HR serves as a central service function for the County, it is essential that our internal job structures model clarity, consistency, and modern workforce practices. The initiative ensures that HR's classifications accurately reflect current work, support operational efficiency, and align with best practices in public-sector human resources management.

HR contains a wide range of classifications involving recruitment, labor relations, employee benefits, worker's compensation, contract management, liability claims, training and development, Human Resources Information Systems (HRIS), classification and compensation, and administrative support. Many of these classifications were created at different times, for different operational needs, and with varying degrees of specialization.

As HR functions have become more integrated and technology-driven, our existing classification specifications no longer align with how work is currently performed. The classification specifications are outdated, overly narrow, or duplicative, which creates challenges for recruitment, staffing flexibility, and career development within HR.

Formerly, our classifications for the Human Resources Analyst series were separated by Risk Management and Personnel. These classifications are so specialized that they limit our ability to have staff cover in other areas when needed. Condensing the classifications in this series into broader, more flexible series allows management to reassign duties, respond to changing workload demands, and support a more resilient HR operation.

Additionally, the proposed streamlined structure supports career development, promotes retention, and helps employees gain diverse experience across HR disciplines. It also provides management with clearer criteria for evaluating performance and readiness for advancement.

The goal of this item is to create a more accurate, modern, and flexible classification structure within HR. The improved structure will also enhance service delivery to all County departments through clearer job roles, better skill alignment, and improved responsiveness.

**SOURCE OF FUNDING:**

N/A

**FINANCIAL IMPACT:**

<i>Expenditures (Fund, Budget Unit)</i>	<b>FY25-26</b>	<b>FY26-27 Projected*</b>	<b>FY27-28 Projected*</b>
<i>Budgeted Expenses</i>			
<i>Additional Appropriation Requested</i>			
<i>Total Expenditures</i>			

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

<i>Funding Sources (Fund, Budget Unit)</i>	<b>FY25-26</b>	<b>FY26-27 Projected*</b>	<b>FY27-28 Projected*</b>
<i>General Fund</i>			
<i>State/Federal Funds</i>			
<i>Fees/Other</i>			
<i>Use of Fund Balance</i>			
<i>Contingencies</i>			
<i>Total Funding Sources</i>			

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

**Narrative Explanation of Financial Impact:**

There is no financial impact of this item as no changes to salary ranges are being recommended.

**STAFFING IMPACT:**

<i>Position Title</i>	<i>Position Control Number</i>	<i>Monthly Salary Range (1A-E Step)</i>	<i>Additions (Number)</i>	<i>Deletions (Number)</i>

<i>Senior Human Resources Analyst - 3590690-01 Risk</i>		1
<i>Human Resources Analyst II - Risk 3590697B01 3590697B02</i>		2
<i>Senior Human Resources Analyst</i>	3590688-01	1
<i>Human Resources Analyst II</i>	3590684B01 3590684B02	2

**Narrative Explanation of Staffing Impact:**

Three staff members in the Risk Management Division of HR will be impacted by the recommendations in this item. We are recommending transferring the incumbents in the Risk Management-specific classifications to the newly updated, generic classifications. This will involve creating two new allocations in the 359 budget unit for the Human Resources Analyst II (classification # 0684B) classification, transferring the two incumbents into those new allocations, and then deallocating the Human Resources Analyst II - Risk (classification # 0697B) from the budget unit. This will also involve creating one new allocation in the 359 budget unit for the Senior Human Resources Analyst (classification # 0688), transferring the incumbent into that new allocation, and then deallocating the Senior Human Resources Analyst - Risk (classification # 0690) from the budget unit.

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisors could choose not to approve the recommendations in this item, but that is not recommended as the HR classifications are in need of an update to better serve the County.

**ATTACHMENTS:**

Senior Human Resources Analyst classification specification  
Human Resources Analyst I/II classification specification  
Human Resources Technician I/II classification specification  
Resolution  
December 21, 2025 Compensation Schedule

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A  
File No.: N/A