



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C29**

For the meeting of: October 17, 2017

Date: September 28, 2017  
To: Board of Supervisors  
From: Williams Honsal, Sheriff-Coroner  
Subject: Allocate New Classification of Sheriff's Public Information Specialist and Dis-allocate Public Information Specialist

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate a 1.0 FTE Sheriff's Public Information Specialist (class 0295, salary range 419, unit 09) to the Sheriff's Office – Measure Z (budget unit 297); and
2. Dis-allocate a 1.0 FTE Public Information Specialist (class 0195, salary range 419, unit 09) from the Sheriff's Office.

SOURCE OF FUNDING:

Sheriff's Office, budget unit 297 (Measure Z)

DISCUSSION:

In the Fiscal Year 2017-18 adopted budget, your Board allocated a Public Information Specialist (class 0195) to the Sheriff's Office. However, the duties of the position in that class specified that the position

Prepared by *Norma S. Lorenzo*  
Norma S. Lorenzo, Deputy Director Admin

CAO Approval *[Signature]*

REVIEW: Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Human Resources *LAD* Other \_\_\_\_\_

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

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*  
Ayes *Wilson, Sundberg, Bass, Bohn, Fennell*  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. C-15  
Meeting of: 9/5/17

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

Dated: 10/17/17  
By: *[Signature]*  
Kathy Hayes, Clerk of the Board

report to the County Administrative Officer, rather than the Sheriff. On Sept. 5 your Board adopted a new classification of Sheriff's Public Information Specialist (class 0295), in which the duties are accurately reflected. However, action is required on the part of your Board to dis-allocate the former position and allocate the new position in order to finish this administrative change.

FINANCIAL IMPACT:

There is no financial impact with allocating and dis-allocating these positions as they have identical compensation plans. The Sheriff's Office allocated this position in the FY 2017-18 budget and there are no changes to that allocation.

This agenda item supports your Board's strategic framework by providing for the health and safety of the community.

OTHER AGENCY INVOLVEMENT:

Human Resources, County Administrative Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

You may choose to not approve of this personnel allocation change. However, this is not recommended as the current personnel allocation does not accurately reflect the duties of this staff position.

ATTACHMENTS:

None