



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C23

For the meeting of: October 24, 2017

Date: September 26, 2017
To: Board of Supervisors
From: John Ford, Director Planning and Building
Subject: Reallocation of 37.5 hour work classifications to 40 hour work classifications

RECOMMENDATION(S):

Approve the reallocation of the following positions from 37.5 hour work week classifications to 40 hour work week classifications:

1. Plan Checker I/II in budget unit 262 (class 317, salary range 434/444, positions 01,02) to Plan Checker I/II (class 327, salary range 447/457); and
2. Building Inspector I/II in budget unit 262 (class 318, salary range 377/400, positions 01,02,03) to Building Inspector I/II (class 308, salary range 390/413); and
3. Permit Specialist I/II in budget unit 262 (class 335, salary range 351/369, positions 01,02,03) to Permit Specialist I/II (class 325, salary range 364/382); and
4. Senior Permit Specialist in budget unit 262 (class 337, salary range 396, position 01) to Senior Permit Specialist (class 0326, salary range 409); and
5. Senior Building Inspector in budget unit 262 (class 340, salary range 424, position 02) to Senior Building Inspector (class 332, salary range 437); and
6. Planner I/II in budget unit 268 (class 631, salary range 369/396, position 01, 02, 03) to Planner I/II (class 333, salary range 382/409); and

Prepared by _____

CAO Approval _____

REVIEW: _____

Auditor KPD

County Counsel JOE

Human Resources WSD

Other _____

TYPE OF ITEM:

- ☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

Ayes Sundberg, Bass, Bohn, Wilson

Nays _____

Abstain _____

Absent Fennell

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

Dated: 10/24/2017

By: _____

Kathy Hayes, Clerk of the Board

7. Planner I/II in budget unit 277 (class 631, salary range 369/396 position 02, 01) to Planner I/II (class 333, salary range 382/409); and
8. Planning Technician I/II in budget unit 277 (class 328, salary range 337/351, position 01, 02) to Planning Technician I/II (class 334, salary range 350/364) and
9. Senior Planner in budget unit 268 (class 630, salary range 433, position 01) to Senior Planner (class 660, salary range 446); and
10. Senior Planner in budget unit 277 (class 630, salary range 433, position 04) to Senior Planner (class 660, salary range 446); and
11. Senior Planner in budget unit 282 (class 630, salary range 433, position 02) to Senior Planner (class 660, salary range 446); and
12. Geographic Information Systems Analyst in budget unit 282 (class 331, salary range 397, position 01) to Geographic Information Systems Analyst (class 0339, salary range 410); and
13. Office Assistant I/II in budget unit 268 (class 180, salary range 255/286, position 01) to Office Assistant I/II (class 179, salary range 268/299); and
14. Authorize the reallocation of aforementioned classifications from 37.5 to 40 hour in budget units 262, 268, 277, 282 as positions become vacant; and
15. Authorize the reallocation of aforementioned classifications from 37.5 to 40 hour in budget units 262, 268, 277, 282 should the incumbent in the position request the change; and
16. Approve and Direct the Auditor Controller to transfer \$40,962.00 from fund 3564 to 1100262-707800
17. Approve and Direct the Auditor Controller to transfer \$16,413.00 from fund 3575 to 1100277-707800
18. Approve and Direct the Auditor Controller to transfer \$14,674.00 from fund 3698 to 1100282-706025

Effective the beginning of the biweekly pay period following approval.

SOURCE OF FUNDING:

Applicant Fees.

DISCUSSION:

Under consideration today is the approval to reallocate positions from 37.5 hour work week classifications to 40 hour work week classifications. This will create more efficiency for the department and allow employees to have higher take home pay.

The Planning and Building Department is one of the last departments to have 37.5 hour positions. There are inefficiencies and costs associated with a 37.5 hour work week. First and foremost most staff work 40 hours, this means that they accrue vacation compensation time between 37.5 and 40 hours per week (5 hours/pay period). Additionally, once an employee has reached 80 hours of compensation time, the time worked over 37.5 is paid as overtime. The result of a 37.5 work week is a reduction in time an employee is available to work. The move to 40 hours ensures more qualified staff available during the regular work week.

There is also a benefit to the employees because they will have higher take home pay and accrue benefits at a higher rate. This was given as an optional move, and most have taken this option. The combined hours for employees who have chosen to transfer to a 40 hour work week will be the equivalent of 1.37 FTE

positions in production time to the department. This will increase the productivity and efficiency of the existing staff and reduce the need for as many extra help workers, and the amount of overtime hours needed to process the current permit load.

By approving this action all future permanent hires will be hired at 40 hours. Additionally, any current employee not making this election will have the option of making this change without additional Board approval.

Funding will come from current application fees and application fees held in trust.

FINANCIAL IMPACT:

The cost to each budget unit is:

1100262	Building	\$40,962
1100268	Cannabis	\$17,665
1100277	Current Planning	\$16,143
1100282	Long-Range Planning	\$14,674

The increased costs in budget unit 1100268, Cannabis Services, is expected to be absorbed with new application fees. The budget assumed 600 completed applications would be submitted by December but this number is close to three times that.

The other divisions will be cover the increased costs with application fees collected and held in Trust:

3564	Building Trust, balance \$1,188,165
3575	Current Planning Trust, balance \$611,661, including funds held for applicant environmental impact reports in the amount of 231,388, leaving applications fee balance of \$380,273
3698	General Fund User Fee Trust, balance \$482,278

This meets the Board Strategic Plan by providing appropriate service levels for permit streamlining and investing in County employees.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could not approve the Planning and Building Department moving to a 40 hour work week. This is not recommended as it would keep service levels status quo, require hiring more extra help, and not offer employees an option for more take home pay.

ATTACHMENTS:

Supplemental Budget

SUPPLEMENTAL BUDGET

Budget Unit		Revenue	Expense
1100262 Building			
Revenue	707800	\$40,962	
Expense	1000		\$36,047
Expense	1600		\$ 4,915
1100268 Cannabis			
Revenue	710050	\$17,665	
Expense	1000		\$15,545
Expense	1600		\$ 2,120
1100277 Current Planning			
Revenue	707800	\$16,413	
Expense	1000		\$14,443
Expense	1600		\$ 1,970
1100282 Long-Range Planning			
Revenue	706025	\$14,674	
Expense	1000		\$12,913
Expense	1600		\$ 1,761