



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C28

For the meeting of: November 7, 2017

Date: October 20, 2017
To: Board of Supervisors
From: William F. Honsal, Sheriff
Subject: Reallocate Office Assistant I/II Budget Unit 278 Animal Shelter

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the reallocation of the Office Assistant I/II (class 0179, salary range 268/299, position 03) occupied by Patricia West to Senior Office Assistant (class 0135, salary range 334, position 02) in budget unit 278 Animal Shelter effective the beginning of the payroll period following approval.

SOURCE OF FUNDING:

General Fund

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

CAO Approval *J. M. [Signature]*

REVIEW

Auditor *MBM*

County Counsel _____

Human Resources *AKB*

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 *Fennell*
Seconded by Supervisor *Wilson*

Ayes *Fennell, Bass, Bohn, Wilson*
Nays _____
Abstain _____
Absent *Sundberg*

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

Dated: *11/7/2017*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

DISCUSSION:

At the request of Sheriff Honsal, the Human Resources Department conducted a classification review of the Office Assistant I/II position assigned to the Humboldt County Animal Shelter and currently occupied by Patricia West. The review was requested for the purposes of evaluating the appropriateness of the existing classification for the duties assigned to this position.

Patricia West has been employed as an Office Assistant I/II by the Humboldt County Animal Shelter since January 2008 and her duties have steadily increased in responsibility over the last five years. In addition to the regular office tasks performed daily by Patricia, her current duties include coordination with Revenue Recovery for collection of unpaid fees, staff training, procurement and record keeping of animal medical supplies needed for the shelter.

After review of the duties and responsibilities performed by Patricia West, Human Resources concluded that Ms. West would be more accurately classified as a Senior Office Assistant. The final classification review and recommendations from Human Resources is included in this report (Attachment 1).

FINANCIAL IMPACT:

The salary difference between the Office Assistant I/II position and Senior Office Assistant is an increase of approximately \$150 per pay period, including benefits. This equates to approximately \$3,900 annually. The Office Assistant I/II position is currently included in the approved FY 2017-18 budget for the Sheriff's Office in budget unit 278 Animal Control. The increase in salary and benefits for the new classification in the current fiscal year will not require additional funding appropriations, since there is salary savings associated with unfilled positions. Reclassification of the Office Assistant I/II will be part of the General Fund annual allocation in future years.

The recommended action supports the Board's Strategic Framework as a new initiative to provide core services in ways that safeguard the public trust through investing in county employees.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for reallocation of the Office Assistant I/II position in BU 278 to Senior Office Assistant, however, this is not recommended as it may require the incumbent to work out of class without the appropriate compensation.

ATTACHMENTS:

Attachment 1 Office Assistant I/II Classification Review

ATTACHMENT 1

Office Assistant I/II Classification Review



**HUMAN RESOURCES
COUNTY OF HUMBOLDT**

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501

PHONE: (707) 476-2349

FAX: (707) 445-7285

www.humboldt.gov.org/Job-Opportunities

Date: September 26, 2017

To: William Honsal – Sheriff-Coroner

From: David Gauthier, Human Resources Analyst

Subject: Classification Review of Office Assistant II for Patricia West.

At the request of your office, Human Resources conducted a classification review of the Office Assistant I/II position at the Humboldt County Animal Shelter currently occupied by Patricia West. The review was requested for the purposes of evaluating the appropriateness of the classification for this position.

Based upon review of the Job Analysis Questionnaires prepared by Patricia West and subsequently submitted by your office, and the interview with Patricia West and Andre Hall, the Human Resources Department has determined that the Office Assistant I/II position currently held by Patricia West would be more appropriately classified as Senior Office Assistant.

As an Office Assistant II, Ms. West has been performing duties that are beyond the scope of her current classification. Her primary duties and responsibilities for the last five years have been related to revenue and recovery functions, purchasing animal medications, maintenance of records, staff trainings, coordination of fund raising events, and the day-to-day tasks involved with impounding and adopting shelter animals. Although many of these duties fall under the scope of the Office Assistant I/II responsibilities, it is the independent and autonomous nature of her work, as well as the complexities involved with revenue and recovery functions and the technical knowledge required for the purchasing of animal medical supplies that elevate her position to one of higher responsibility. Thus the determination that Ms. West's position is more appropriately classified as Senior Office Assistant. Senior Office Assistant is the advanced classification in this series and is responsible for performing difficult, technical, complex or specialized office support duties that require the use of independent judgement.

If you are in agreement with this recommendation you will need to prepare a report to the Board of Supervisors with the following specific recommendation:

That the Board of Supervisors:

1. Reallocate the Office Assistant I/II (class 0179, salary range 268/299, position 03) in budget unit 278, currently occupied by Patricia West to Senior Office

Assistant (class 0135, salary range 334, position ____) in budget unit 278 effective the beginning of the pay period immediately following approval.

Following Board approval, Patricia West will be reclassified and there will be no change in her probationary status as a result of this action. Please attach a copy of this memo to your report to the Board for informational purposes. Following Board approval you will also need to prepare a Payroll/Personnel Action Form with a copy of the Board Order and send to Human Resources for processing. Do not hesitate to call me at (707) 476-2349 if you have any questions.

cc:

Patricia West
Andre Hale
Norma Lorenzo