



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C29

For the meeting of: November 7, 2017

Date: October 20, 2017
To: Board of Supervisors
From: William F. Honsal, Sheriff
Subject: Reallocate Senior Legal Office Assistant in Budget Unit 272 Coroner / Public Administrator

RECOMMENDATION(S):

That the Board of Supervisors:

Approve reallocation of the Senior Legal Office Assistant (class 0168, salary range 345, position 01) in budget unit 272 Coroner / Public Administrator to the 40-hour class of Legal Office Assistant I/II (class 0178, salary range 292/314, position 01) effective the beginning of the pay period following approval.

SOURCE OF FUNDING:

General Fund

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

CAO Approval [Signature]

REVIEW:

Auditor WJH County Counsel _____ Human Resources HB 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 Senior Legal Office Assistant position assigned to the Humboldt County Coroner / Public Administrator. The position was recently vacated due to retirement of a long-time employee, and the review was requested for the purposes of evaluating the appropriateness of the existing classification for the duties assigned.

Duties of the vacant position include greeting individuals who come into the office, providing basic information and directing them to the most appropriate person to meet their immediate needs, answering the telephone, screening calls, providing basic information on services provided by the office, and taking messages. In addition, this position receives and processes the daily incoming mail and prepares outgoing mail.

This position also maintains the office files following department protocol, types labels and sets up new files as needed and maintains the daily log of activity. Additional duties include typing a variety of reports and verifying information and format for reports prepared by others in the office, including autopsy reports prepared by medical staff. Other duties include receiving bills for outside services provided to the department; ordering and maintaining supplies for the office, and batching and sending bills to the Sheriff's Business Office for payment. As the only clerical support position in the office this position works with other staff in the office to ensure coverage when time outside the office is needed.

After review of the duties and responsibilities performed by the Senior Legal Office Assistant, Human Resources concluded that would the position would be more appropriately classified as a Legal Office Assistant I/II. The final classification review and recommendations from Human Resources is included in this report (Attachment 1).

FINANCIAL IMPACT:

The salary difference between the Senior Legal Office Assistant position and Legal Office Assistant I/II is a decrease of approximately \$428 per pay period, including benefits. This equates to an annual decrease of approximately \$11,128. The Senior Legal Office Assistant I/II position is currently included in the approved FY 2017-18 budget for the Sheriff's Office in budget unit 272 Coroner / Public Administrator. The decrease in salary and benefits for the new classification will result in a reduced General Fund allocation in the current and future fiscal years in budget unit 272

The recommended action supports the Board's Strategic Framework as a new initiative to provide core services in ways that safeguard the public trust managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for reallocation of the Senior Legal Office Assistant position in BU 272 to Legal Office Assistant I/II, however, this is not recommended as it would delay recruitment to fill the currently vacant position.

ATTACHMENTS:

Attachment 1


Senior Legal Office Assistant Classification Review

ATTACHMENT 1

Office Assistant I/II Classification Review



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: October 17, 2017
To: William Honsal, Sheriff
From: Stephanie Bunch, Human Resources 
Subject: Classification Review, Senior Legal Office Assistant

At your request, Human Resources has conducted a classification review of a vacant Senior Legal Office Assistant position in budget unit 272. The vacant position has been assigned to the Coroner-Public Administrator for a number of years. The incumbent recently retired. The duties have changed over the years and with the recent retirement it was felt this was the appropriate time to review the duties.

Duties of the vacant position include greeting individuals who come into the office, providing basic information and directing them to the most appropriate person to meet their immediate needs, answering the telephone, screening calls, providing basic information on services provided by the office, directing the call to the most appropriate person and taking messages as needed. In addition, this position receives and processes the daily incoming mail and prepares outgoing mail.

This position maintains the office files following department protocol, types labels and sets up new files as needed and maintains the daily log of activity. Additional duties include typing a variety of reports and verifying information and format for reports prepared by others in the office, including autopsy reports prepared by medical staff. Other duties include receiving bills for outside services provided to the department; ordering and maintaining supplies for the office, and batching and sending bills to the Sheriff's Business Office for payment. As the only clerical support position in the office this position works with other staff in the office to ensure coverage when time outside the office is needed.

Based on the duties and responsibilities described above, Human Resources recommends the vacant Senior Legal Office Assistant position be reallocated to the more appropriate classification of Legal Office Assistant I/II.

You will need to prepare a report to the Board with the following specific recommendation:

"That the Board of Supervisors approve the reallocation of the Senior Legal Office Assistant (salary range 345, class 0168, position 01) in budget unit 272 to the 40 hour class of Legal Office Assistant I/II (salary range 292/314, class 0178,) effective immediately."

Following Board approval you will need to prepare a requisition for the Legal Office Assistant I/II position and copy the Board Order on the reverse side of that requisition so that we can provide you with an eligibility list.

Please let me know if you have any questions about any of the information in this report.

cc: Norma Lorenzo