



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C13

For the meeting of: May 22, 2018

Date: May 11, 2018
To: Board of Supervisors
From: Lisa DeMatteo, Director of Human Resources
Subject: New Classification for Economic Development Director into the Classification Plan

RECOMMENDATION(S):


That the Board of Supervisors:

1. Adopt the new management job class of Economic Development Director (class 0662, salary range 526, unit 08) into the classification plan effective immediately; and
2. Adopt Resolution No. 18-48 (Attachment A) approving the Amendment to the Compensation Plans for the Management and Confidential effective immediately.


SOURCE OF FUNDING:

1100 General Fund and 1120 Economic Development Fund

Prepared by Lisa DeMatteo

CAO Approval 

REVIEW:

Auditor 

County Counsel

Human Resources

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 Bass Seconded by Supervisor Fennell

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

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

Dated: 5/22/18

By: 

Kathy Hayes, Clerk of the Board

DISCUSSION:

At the request of the County Administrative Office (CAO), the Human Resources Department has conducted a classification review of a newly proposed position to direct economic development initiatives to achieve the goals and objectives as outlined in the Prosperity Plan.

Based upon the information provided by the CAO's office in the Job Analysis Questionnaire and subsequent discussion, Human Resources recommends that the new job class of Economic Development Director be adopted into the classification plan. Currently, there does not exist a county class specification that appropriately reflects the duties and functions of the proposed position.

The purpose of the newly proposed position is to perform duties related to the retention and expansion of existing companies, attracting new businesses by targeting key industry sectors and clusters and the continuous development, refinement and strengthening of successful economic development strategies.

The recommended salary range for this position is 526 with a starting annual salary of \$86,515.78.

FINANCIAL IMPACT:

There is no financial impact associated with the adoption of the classification for Economic Development Director.

These actions support your Board's Strategic Framework, Priorities for New Initiatives, by providing our core services in ways that safeguard the public trust through managing our resources to ensure sustainability of services, and retaining existing and facilitating new living-wage private sector jobs.

OTHER AGENCY INVOLVEMENT:

County Administrative Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to adopt the new specification and classification of Economic Development Director. This alternative is not recommended as the Economic Development Director was created to meet the Board's goals of developing business opportunities within the county.

ATTACHMENTS:

Job Specification for Economic Development Director

Resolution No. 18-48 (Attachment B) approving the Amendment to Attachment C;
Compensation Plan for Management and Confidential Classifications

Compensation Plan for Management & Confidential Classifications

Job Title: Economic Development Director
Department: CAO – Economic Development
Date Created: May 2, 2018
Class Number: _____

DEFINITION

Under general direction of the County Administrative Officer, the Economic Development Director focuses on the retention and expansion of existing companies, attracting new business by targeting key industry sectors and clusters, and the continuous development, refinement and strengthening of successful economic development strategies.

DISTINGUISHING CHARACTERISTICS

This is a managerial class within the County Administrative Office – Economic Development with responsibility for developing, organizing, and managing a broad range of economic development strategies and collaborative efforts to develop economic growth within the region. The incumbent will assume major responsibility for planning and administering economic development programs and will have regular interaction with the Board of Supervisors, County Administrative Office, department heads and staff, legislators, and a variety of economic development partners across the county and state. The position requires accomplishing departmental goals and objectives, supervising staff, and directing the day-to-day operations and activities of the Economic Development Team of the County Administrative Office.

EXAMPLES OF DUTIES (Illustrative Only)

- Creates and implements economic development initiatives to achieve the goals and objectives outlined in the Prosperity Plan; ensures successful completion of Prosperity Plan actionable strategies and the disposition of properties with strategic economic development value.
- Serve as a liaison between county staff and the business community including but not limited to business owners, associations, property owners, and developers to maximize opportunities to facilitate economic development in Humboldt County.
- Directs the progress of economic development systems, procedures and standards for program evaluation and monitors developments
- Establish strong working relationships as the basis to represent the county's interests with business and property owners, investors, commercial brokers and developers, and state and local economic development officials to promote county interests and facilitate public-private partnerships in commercial and industrial job creation.
- Negotiate and manage of complex financial arrangements associated with real estate development. .
- Facilitate development projects within the county and provide specialized administrative support for grant applications and the oversight of funds and program activities.
- Conduct independent research, market and data analysis to maintain market trend awareness to inform and direct business development and attraction efforts. Ensure continual reviews of data sources for market/company intelligence and improve lead generation effectiveness.

- Proposal development (e.g., aligning value proposition across multiple dimensions to a business's unique needs/concerns in compelling and creative ways).
- Develop and promote distinct and coordinated services and incentive-based packages to attract developers and encourage a business friendly environment.
- Supervise and participate in the development of funding and administration of Economic Development, direct the forecast of revenues and funding need for all operational costs, monitor and approve expenditures, implement mid-year adjustments, identify and develop the revenue sources necessary to finance/fund all operations.
- Prepare technical and administrative reports and studies, and other written correspondence as necessary.

QUALIFICATIONS

Knowledge of:

- Methods to work constructively and effectively in a team environment by making positive contributions to the team's operations, functions, and working relationships
- Research techniques, economic analysis, regional strengths and weaknesses, regional and local "product", tax and incentive structures, utilities, zoning, transportation, community services and financing tools
- Comprehensive knowledge of principles and practices of the economic development process, as well as a solid understanding of economic development theory
- Principle and practices of leadership and management, working within external/internal cross-functional teams
- Customized proposal development.
- Small Business Administration (SBA) and similar loan programs, the tourism industry and related strategic planning.
- Federal, state and local laws and regulations specific to work performed
- Current literature, trends and development in management and major departmental issues.
- Principles and practices of budget preparation and administration
- Working knowledge of municipal zoning and infrastructure, and planning programs and processes

Skill in:

- Data visualization and presentation for both quantitative and qualitative content (i.e., development of customized charts and graphs, conciseness without loss of meaningful detail, alignment of data presentation with key messages)
- Responding to requests for proposals as well as grants. Excellent written communication skills
- Communicating effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees and the public both in writing and verbally
- Building support for the county's economic development goals and implementation of those goals. Proven ability to gain and maintain trust and work with others to reach key objectives
- Establishing and maintaining effective working relationships with elected officials, department heads, public agencies, private organizations and citizens at large

OTHER REQUIREMENTS

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

An advanced degree in business or public administration, marketing, economics, political science, community and regional planning or a closely related field and eight (8) years of increasing supervisory or administrative responsibility experience in business and economic development which has included community development, economic development, redevelopment, real estate, business financing, or related field.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of May 22, 2018

RESOLUTION NO. 18-48

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS AMENDING
RESOLUTION NO. 18- 37 (2015-2016 AND 2016-2017 COMPENSATION PLAN FOR
MANAGEMENT AND CONFIDENTIAL EMPLOYEES)**

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

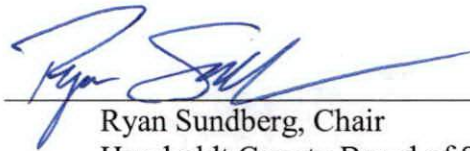
WHEREAS, on May 8, 2018, the Board of Supervisors adopted Resolution No. 18-37, providing for the compensation plans for management and confidential employees; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 18-37 to establish the salary for the newly created Economic Development Director; and

NOW, THEREFORE, BE IT RESOLVED that:

1. Attachment I to Exhibit B of Resolution No. 18-37 to read as shown on the attached sheet (See Attachment C).
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated therein.

Dated: May 22, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bass, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Bohn, Sundberg, Fennell, Wilson, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

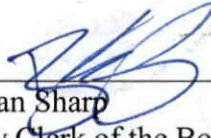
Certified copy of portion of proceedings, Meeting of May 22, 2018

RESOLUTION NO. 18-48

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

**SALARY RANGES
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9**

CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0606	Accountant/Auditor I	N	391	395	399
0606	Accountant/Auditor II	E	413	417	421
0199	ADA Coordinator	E	-	446	450
0605	Administrative Analyst I	E	411	415	419
0605	Administrative Analyst II	E	442	446	450
1115	Administrative Assistant/Deputy Clerk of the Board I	N	374	378	382
1115	Administrative Assistant/Deputy Clerk of the Board II	N	394	398	402
1115	Administrative Assistant/Deputy Clerk of the Board III	E	414	418	422
0166	Administrative Secretary	N	355	359	363
0775	Administrative Services Manager	E	444	448	452
0776	Administrative Services Officer	E	419	423	427
0102	Administrative Support Manager to the BOS/Clerk of the Board	E	442	446	450
0617	Airport Manager	E	454	458	462
0439	Animal Control And Facilities Manager	E	424	428	432
0624	Assistant Agricultural Commissioner/ Sealer Weights and Measures	E	450	454	458
0646	Assistant Auditor-Controller	E	485	489	493
0474	Assistant Chief Probation Officer	E	485	489	493
0408	Assistant Coroner-Public Administrator	E	439	443	447
0601	Assistant County Administrative Officer	E	564	568	572
0109	Assistant County Clerk	E	422	426	430
0603	Assistant County Counsel	E	566	570	574
0104	Assistant County Payroll Manager	E	-	-	437

**SALARY RANGES
MANAGEMENT AND CONFIDENTIAL CLASSES
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0142	Assistant Dir. of Child Support Services	E	496	500	504
0922	Assistant Dir. of Psychiatric Nursing	E	488	492	496
0650	Assistant Director - Administration Health & Human Services	E	561	565	569
0651	Assistant Director of Human Resources	E	508	512	516
0655	Assistant Director of Library Services	E	481	485	489
0649	Assistant Director- Programs Health & Human Services	E	561	565	569
0616	Assistant District Attorney	E	546	550	554
0625	Assistant Public Defender	E	542	546	550
0677	Assistant Public Guardian	E	410	414	418
0682	Assistant Treasurer & Tax Collector	E	485	489	493
0303	Associate Engineer	E	476	480	484
0223	Auditor-Controller Payroll Specialist I	E	-	-	365
0223	Auditor-Controller Payroll Specialist II	E	-	-	380
0117	Budget Specialist	E	438	442	446
0608	Business Manager	E	438	442	446
0198	CAO Project Manager	E	485	489	493
0838	Chief Building Official	E	503	507	511
0368	Child Support Program Manager	E	489	493	497
0680	Child Support Special Programs Coord.	E	420	424	428
0942	Clinic Physician (extra help only)	E	\$120.48/hr	\$122.89/hr	\$125.35/hr
0852	Compliance and Quality Assurance Administrator	E	475	479	483
0113	County Payroll Services Manager	E	-	-	467
0207	County Surveyor	E	478	482	486
0759	Departmental Information Systems Supervisor	E	446	450	454

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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0618	Deputy Auditor-Controller	E	485	489	493
0931	Deputy Branch Director	E	523	527	531
0599	Deputy County Administrative Officer	E	520	524	528
0600	Deputy County Counsel I	E	427	431	435
0600	Deputy County Counsel II	E	460	464	468
0600	Deputy County Counsel III	E	493	497	501
0600	Deputy County Counsel IV	E	525	529	533
0438	Deputy Director - Sheriff's Administration	E	485	489	493
0554	Deputy Health Officer	E	\$10,973/mo	\$11,192/mo	\$11,416/mo
0315	Deputy Planning Director	E	503	507	511
0300	Deputy Public Works Director	E	512	516	520
0307	Deputy Public Works Director - Environmental Services	E	490	504	508
0200	Deputy Public Works Director - Facilities Management	E	498	502	506
0301	Deputy Public Works Director - General Services	E	481	485	489
0619	Development Assistance Manager	E	485	489	493
0510	Director of Environmental Health	E	499	503	507
0932	Director of Psychiatric Nursing	E	499	503	507
0508	Director of Public Health Nursing	E	499	503	507
0638	Economic Development Coordinator	E	465	469	473
0634	Economic Development Specialist	E	442	446	450
0662	Economic Development Director	E			526
0119	Elections Manager	E	444	448	452
0193	Emergency Services Manager	E	424	428	432

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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0851	Employment and Training Manager	E	489	493	497
0341	Environmental Permitting and Compliance Manager	E		460	464
0202	Equipment Superintendent	E	439	443	447
0103	Executive Assistant to the CAO	N	376	380	384
0167	Executive Secretary	N	374	378	382
0181	Executive Secretary-Children & Family Commission	N	374	378	382
0253	Facility Maintenance Manager	E	428	432	436
0252	Facility Maintenance Supervisor	N	395	399	403
0184	Fiscal Officer	E	419	423	427
0174	Fiscal Services Supervisor	N	391	395	399
0545	Health & Human Services - Mental Health Branch Director	E	542	546	550
0544	Health & Human Services - Public Health Branch Director	E	542	546	550
0818	Health & Human Services - Child Welfare Division Director	E	542	546	550
0814	Health and Human Services - Deputy Director-Employee Services	E	518	522	526
0817	Health and Human Services - Deputy Director-Finance	E	518	522	526
0816	Health and Human Services - Deputy Director-Information Services	E	518	522	526
0840	Health Officer-Medical Director	E	\$88.67/hr	\$90.44/hr	\$92.25/hr
0645	Housing and Assistance Coordinator	E	442	446	450
0702	Human Resources Project Manager	E			493
0697	Human Resources Analyst - Risk I	E	414	418	422
0697	Human Resources Analyst - Risk II	E	442	446	450
0684	Human Resources Analyst I	E	414	418	422

**SALARY RANGES
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0684	Human Resources Analyst II	E	442	446	450
0699	Human Resources Technician I	N	363	367	371
0699	Human Resources Technician II	N	392	396	400
0380	Information Systems Supervisor	E	446	450	454
0417	Investigator	E	428	432	436
0413	Investigator (Code Enforcement)	E	442	446	450
0644	IT Applications Analyst Supervisor	E	466	470	474
0131	IT Division Director	E	518	522	526
0289	IT Security Analyst I	E	-	-	444
0289	IT Security Analyst II	E	-	-	459
0289	IT Security Analyst III	E	-	-	493
0645	IT Systems Supervisor	E	452	456	460
0482	Juvenile Corrections Facility Manager	E	429	433	437
0815	Legal Accounting Specialist	N	374	378	382
0683	Legal Analyst	E	442	446	450
0197A	Legal Office Assistant I	N	302	306	310
0197B	Legal Office Assistant II	N	322	326	330
0134	Legal Office Business Manager	E	457	461	465
0143	Legal Office Services Manager	E	419	423	427
0139	Legal Secretary I	N	333	337	341
0139	Legal Secretary II	N	352	356	360
0652	Library Division Manager	E	458	462	466
0661	Library Operations Manager	E	-	-	476
0344	Manager-Clerk/Recorder's Office	E	-	448	452

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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0902	Medical Director	E	717	721	725
0905	Medical Records Manager	E	462	466	470
0169	Office Assistant I	N	284	288	292
0169	Office Assistant II	N	305	309	313
0118	Office Services Supervisor	N	378	382	386
0452	Paralegal I	N	344	348	352
0452	Paralegal II	N	363	367	371
0938	Payroll/Personnel Specialist	N	352	356	360
0941	Payroll/Personnel Supervisor	N	384	388	392
0336	Permit Supervisor	E	448	452	456
0151	Personnel Assistant	N	320	324	328
0609	Personnel Technician	N	363	367	371
0937	Physician/Psychiatrist	E	686	690	694
0930	Physician/Psychiatrist (extra help only)	E	733	737	741
0687	Policy and Legislative Manager (MSS)	E	475	479	483
0475	Probation Division Director	E	449	453	457
0425	Program Coordinator	E	424	428	432
0934	Program Manager	E	489	493	497
0747	Program Manager I	E	489	493	497
0750	Program Manager II	E	499	503	507
0146	Public Education and Information Manager (MSS)	E	466	470	474
0842	Public Guardian	E	446	450	454
0512	Public Health Lab Director	E	514	518	522
0516	Public Health Lab Manager	E	481	485	489

**SALARY RANGES
MANAGEMENT AND CONFIDENTIAL CLASSES
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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0195	Public Information Specialist	E	411	415	419
0129	Public Works Dispatcher	N	345	349	353
0221	Purchasing Coordinator	E	-	406	410
0620	Real Property Manager	E	469	473	477
0700	Risk Manager	E	475	479	483
0210	Roads Division Manager	E	-	-	485
0201	Road Superintendent	E	434	438	442
0175	Secretary	N	339	343	347
0605	Senior Administrative Analyst	E	465	469	473
0605	Senior Administrative Analyst Trainee	N	383	387	391
0598	Senior Deputy County Counsel	E	540	544	548
0123	Senior Fiscal Assistant	N	357	361	365
0539	Senior Health Program Manager	E	439	443	447
0690	Senior Human Resources Analyst - Risk	E	454	458	462
0138	Senior Legal Secretary	N	374	378	382
0110	Senior Office Assistant	N	352	356	360
0685	Senior Payroll/Personnel Specialist	N	362	366	370
0751	Senior Program Manager - Employment and Training Division	E	-	-	507
0928	Senior Program Manager - Mental Health	E	499	503	507
0929	Senior Program Manager - Public Health	E	499	503	507
0924	Senior Psychiatrist	E	702	706	710
0394	Senior Staff Services Manager	E	456	460	464
0295	Sheriff's Public Information Specialist	E	-	-	419

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CLASS NUMBER	CLASS	FLSA EXEMPT STATUS	AMENDED SALARY RANGE 4-10-16	AMENDED SALARY RANGE 7-3-16	AMENDED SALARY RANGE 1-1-17
0182	SSB Secretary II (MSS class)	N	355	359	363
0729	Staff Services Analyst I	E	411	415	419
0729	Staff Services Analyst II	E	442	446	450
0396	Staff Services Analyst III	E	444	448	452
0395	Staff Services Manager	E	446	450	454
0610	Supervising Attorney	E	542	546	550
0364	Supervising Child Support Attorney	E	542	546	550
0114	Supervising Legal Secretary	N	384	388	392
0681	Supervising Planner	E	466	470	474
0470	Supervising Probation Officer	E	429	433	437
0674	Supervising Tax-Collector	N	383	387	391
0171	Supervising Treasurer	N	383	387	391
0672	Veterans Service Officer	N	383	387	391