



COUNTY OF HUMBOLDT

For the meeting of: 10/9/2018

File #: 18-1309

To: Board of Supervisors

From: Human Resources

SUBJECT:

Proposed Amendment to the July 1, 2017 - June 30, 2020 Compensation Plan for Management & Confidential Employees for the New Classification of Natural Resources Planning Manager

RECOMMENDATION(S):

That the Board of Supervisors adopt the new classification of Natural Resources Planning Manager (class 0309, salary range 460, unit 08) into the classification plan; and adopt Resolution No. _____ (attached) approving the amendment to Attachment 1 of the July 1, 2017 - June 30, 2020 Compensation Plans for Management & Confidential Employees to include the new job class of Natural Resources Planning Manager (class 0309, salary range 460, unit 08) effective the first full pay period following approval by the Board.

SOURCE OF FUNDING:

Fund 1720, Budget Unit 289

DISCUSSION:

At the request of the Public Works Department, the Human Resources Department conducted a classification review of the Senior Planner position currently occupied by Cybelle Immitt. The review was requested to evaluate the appropriateness of the classification for this position.

During the course of the classification study, it became evident that Cybelle Immitt has been performing duties beyond the scope of Senior Planner. It is Human Resources recommendation that Ms. Immitt's position be reclassified to Natural Resources Planning Manager. Ms. Immitt has responsibility for the overall management of the programs, functions, and projects of the work unit, which is staffed by professional level staff at the journey- and advanced-journey levels. Very little of Ms. Immitt's work time is spent on the technical aspects of the work, and instead she has overarching responsibility for the functions and operations of the Natural Resources planning unit, which includes managing workflow and projects, administering budgets, identifying and sourcing revenue streams, writing and administering grants, supervising and evaluating assigned staff, and other administrative aspects of the work. The classification description for her current classification of Senior Planner describes the class as "the advanced, lead level" which provides "lead direction to planners and support staff" and performs "highly specialized and difficult planning work." The duty and qualifications statements of the Senior Planner classification do not adequately capture the scope of responsibility, level of complexity, and level of independent judgment exercised by the incumbent.

Human Resources recommends that the position be reallocated to a new classification titled Natural Resources Planning Manager to include an updated description of duties performed and level of responsibility that is better aligned with the work performed by the incumbent (Attachment 2).

Factors, as outlined below, were taken into consideration when evaluating the reallocation and classification request:

- Major duties and responsibilities of the position as detailed in the Job Analysis Questionnaire completed by the incumbent:
 - Program Management - The incumbent coordinates the implementation and administration of Natural Resources Planning programs including the North Coast Resources Partnership programs and the Humboldt County Fire Safe Council programs. Ms. Immitt is responsible for reviewing and interpreting regulatory requirements, determining

how they apply to county operations and functions relative to Natural Resources Planning, developing and recommending amendments to county programs to ensure compliance, and coordinating the implementation of amendments. The agreements for which Ms. Immitt has responsibility to oversee and administer are often impacted by regulatory-required program amendments, oversight to grant agreement amendments and guidance to sub grantees related thereto. Specific to her work with the Humboldt County Fire Safe Council programs, Ms. Immitt is responsible for serving as a technical and professional resource to the Fire Safe Council (FSC), maintaining a current County Wildfire Protection Plan (CWPP), updating the plan as necessary, securing funding for and implementing specific measures of the CWPP, and ensuring that the FSC remains on-target with CWPP initiatives and mandates.

- Grant and Contract Management and Administration - The functions and programs of the Natural Resources Planning unit are heavily funded by grants, and Ms. Immitt is responsible for the administration of these grants which includes tracking and adhering to reporting and invoicing deadlines, advising sub grantees and others on grant rules and requirements, reviewing progress reports and invoices submitted by sub grantees and contractors to ensure compliance with grant provisions, invoicing and reporting to grantors, and administering grant budgets. An example of Ms. Immitt's grant management responsibility is her work with the North Coast Resources Partnership. The County serves as the Regional Grant Administrator for the Partnership, which is a seven-county partnership designed, in part, to support and invest in projects for improving water and wastewater infrastructure particularly in economically disadvantaged communities. In her capacity as the county's administrator of the Partnership and the county's role as the Regional Grant Administrator, Ms. Immitt is tasked with the responsibility of coordinating and administering grant provisions across a complex network of outside agencies, contractors, community groups, and other stakeholders.

To this end, Ms. Immitt also performs contract management and administration relative to the work performed by third-party consultants and other contractors in the completion of the projects managed and undertaken by the Natural Resources Planning unit either directly or through sub grantees. Ms. Immitt develops Requests for Proposals (RFP) and Requests for Qualifications (RFQ); creates scopes of work, project schedules, and budgets; reviews proposals and administers the selection process. She is responsible for ensuring compliance with agreement provisions, and modifying agreements as necessary to comply with changing rules, regulations, and statutory requirements.

- Overall Administration - Ms. Immitt is responsible for the overall operation and administration of the Natural Resources Planning unit, which includes managing the workflow of the unit, creating work assignments for unit staff, ensuring that project deadlines are met, assisting with the development and administration of the unit budget, and training and evaluating the work of unit staff.
- Decision-making - Ms. Immitt is responsible for developing and recommending policies, practices, objectives, and goals for the area of assignment. She has responsibility for making decisions and providing direction to others based on interpretation of a broad framework of guidelines. In the absence of rules or guidelines, Ms. Immitt is responsible for formulating recommendations for consideration by her supervisor.
- Contacts - The position has contacts internally with coworkers, staff, and Public Works department management as well as management and staff from other county departments. Externally, the incumbent has contact with other municipalities, regulatory bodies, contractors and third party service providers, and project stakeholders.

FINANCIAL IMPACT:

There is no financial impact for adopting the new job class of Natural Resources Planning Manager. However, the Public Works Department will present a future staff report detailing the financial impact of the new allocation for this position.

The items supports your Board's Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Public Works Department
Koff and Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the adoption of the new job classification of Natural Resources Planning Manager. However, this is not recommended, as it will have a negative impact on Public Works ability to meet the needs of the community.

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ATTACHMENTS:

Attachment 1: Resolution No. _____

Attachment 2: Job specification for Natural Resources Planning Manager

Attachment 3: Koff and Associates Classification Study/Position Review Report - Cybelle Immitt, Senior Planner

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A