



# COUNTY OF HUMBOLDT

For the meeting of: 10/9/2018

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File #: 18-1320

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To: Board of Supervisors

From: Human Resources

SUBJECT:

Revised Job Specification for Housing Assistance Coordinator Position

RECOMMENDATION(S):

That the Board of Supervisors adopt the revised classification of Housing Assistance Coordinator.

SOURCE OF FUNDING:

N/A

DISCUSSION:

At the request of the Department of Health and Human Services (DHHS), the Human Resources Department conducted a review of the specification for the Housing Assistance Coordinator position. The review was requested to evaluate the appropriateness of the specification for a position within DHHS.

The Housing Assistance Coordinator position was originally created for a position within the County Administrative Office (CAO) and included CAO department specific references. The revision removes all departmental specific references and adds responsibility for participation on the Housing Trust Fund and Homelessness Solutions Committee.

The changes noted above do not result in a classification change for the position.

FINANCIAL IMPACT:

There is no financial impact for adopting the revised job specification of Housing Assistance Coordinator. However, the Department of Health and Human Services will present a future staff report detailing the financial impact of the new allocation for this position.

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

OTHER AGENCY INVOLVEMENT:

County Administrative Office  
Department of Health and Human Services  
Koff and Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the adoption of the new job specification of Housing Assistance Coordinator. However, this is not recommended, as it will have a negative impact on the Department of Health and Human Services ability to meet the needs of the community.

ATTACHMENTS:

Attachment 1: Job Specification for Housing Assistance Coordinator  
Attachment 2: Redline Version Job Specification for Housing Assistance Coordinator

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

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