



COUNTY OF HUMBOLDT

For the meeting of: 1/8/2019

File #: 18-1564

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Reallocation of Business Manager to Administrative Analyst (M/C) (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of an Administrative Analyst I/II (M&C) (class 0605, salary range 423/454) in budget unit 277; and
2. Approve the deallocation of the Business Manager position (class 0608, salary range 450) (4/5 vote required), effective immediately.

SOURCE OF FUNDING:

The position will continue to be funded with applicant fees and general fund.

DISCUSSION:

The Planning and Building Department is requesting authority to reallocate the Business Manager position to an Administrative Analyst I/II (M&C). Eighteen months ago the department re-organized to centralize all administrative positions under one manager. With the centralization of all administrative functions under the Administrative Services Manager there is no longer a need for a Business Manager as the managerial functions performed by the Business Manager would be duplicative. There is however, still a need for additional administrative support. With this position being vacant it gives the department an opportunity to realign the job needs with the most appropriate job description. Through the deallocation of the Business Manager position and the allocation of an Administrative Analyst I/II (M&C), the department will complete the last step in the department re-organization.

FINANCIAL IMPACT:

Sufficient funds have been budgeted to support the department's request. The starting salary range (423) for the Administrative Analyst I M/C is between \$24.88, which is lower than vacating Business Manager, salary range (450) of \$36.54, a salary and benefit savings of approximately \$13,562 for the remainder of the fiscal year. The fiscal year 2019-20 proposed budget will be developed to include this position reallocation.

The item before the Board supports the Board's Strategic Framework by managing resources to ensure sustainability.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to disapprove this reallocation. This is not recommended as it will maintain the status quo, thereby inhibiting the capacity of the department to increase efficiencies and reflect current organizational structure.

ATTACHMENTS:

1. HR Class Review

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A