



COUNTY OF HUMBOLDT

For the meeting of: 2/5/2019

File #: 19-100

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification to Sheriff's Office (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Reallocate the Fiscal Assistant I/II position (salary range 300/326, class 0177A/B, Position 01) currently occupied by Xiong Cheng in budget unit 221 to Senior Fiscal Assistant (salary range 350, class 0124) effective Feb. 10, 2019 (4/5 Vote Required).

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Sheriff's business office has recently undergone a reorganization of job duties to improve service, efficiency, and succession planning for the financial and personnel functions of the department. The department historically separated these duties, which put the department at risk when a staff member was absent or separated. As part of the reorganization, employees are cross training to ensure two employees are fully trained at the Senior-level to handle the primary functions of the business office. The Sheriff's department requested Human Resources to review the duties and recommend any necessary reclassifications. Per the attached Classification Review Request, Human Resources recommends the Fiscal Assistant I/II position be reclassified to a Senior Fiscal Assistant position.

FINANCIAL IMPACT:

Annual salary and benefit expenses for a 1.0 FTE Fiscal Assistant I, step 1A is \$44,755.66. Annual salary and benefit expenses for a 1.0 Senior Fiscal Assistant, step 1A is \$64,470.89. This is an increased annual expense of \$19,715.23. The Sheriff's Office has identified funds from Budget unit 1100221- Sheriff Operations line item 2125 - Transportation and Travel to cover the FY 201819 mid-year appropriations transfer for this position re-allocation request.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to de-allocate a Fiscal Assistant I/II position and re-allocate an Senior Fiscal Assistant position in Budget Unit 221; however, this is not recommended as it would create imparity between the two positions with the same primary job duties or would require the Sheriff's business office to revert back to the previous division of job duties, which would reduce service, efficiency and succession planning for the department.

ATTACHMENTS:

Classification Review Request and Recommendation

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA