



# COUNTY OF HUMBOLDT

For the meeting of: 2/26/2019

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File #: 19-250

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Revised Job Specification for Senior Program Manager - Employment and Training Division (ETD)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the revised classification of Senior Program Manager - Employment and Training Division (class 0933, salary range 511, unit 08).

**SOURCE OF FUNDING:**

N/A

**DISCUSSION:**

The Human Resources Department conducted a classification review of the Employment and Training (ET) Manager Position, currently occupied by Connie Lorenzo, back in early 2018. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

An agenda item went before your Board on February 27, 2018, requesting the adoption of the new job specification of Senior Program Manager - Employment and Training Division (ETD); based on the initial classification review conducted in early 2018. The new job specification, based on the initial classification review, was approved by your Board and the Compensation Plans for Management and Confidential Employees was updated to include the new job specification for Senior Program Manager - ETD.

After the adoption of the new job specification of Senior Program Manager - ETD, Human Resource was made aware of program changes which would result in changes that would need to be made to the job specification. Human Resources has made the appropriate revisions to this classification review report, based on the replacement of the WIOA work to the new titled program of Helping Humboldt, as indicated in the attached revised classification review report dated January 11, 2019; being brought before your Board again for approval.

**FINANCIAL IMPACT:**

There is no financial impact for adopting the revised job specification of Senior Program Manager -

Employment and Training Division. However, the Department of Health and Human Services will present a future staff report detailing the financial impact of the reallocation of the Employment and Training Manager position, held by Connie Lorenzo, to the Senior Program Manager - ETD position in budget unit 597.

**STRATEGIC FRAMEWORK:**

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

**OTHER AGENCY INVOLVEMENT:**

Department of Health and Human Services

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the adoption of the revised job specification of Senior Program Manager - ETD. 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:**

- Human Resources revised classification review report for Employment and Training Manager, dated January 11, 2019
- Job specification for Senior Program Manager - Employment and Training Division
- Redline Version Job Specification for Senior Program Manager - Employment and Training Division

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: Agenda Item No. C18, Resolution 18-11

Meeting of: February 27, 2018

File No.: Agenda Item No. C18