



COUNTY OF HUMBOLDT

For the meeting of: 7/7/2020

File #: 20-240

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification to Humboldt County Correctional Facility (HCCF) from Eligibility Specialist to Vocational Counselor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Vocational Counselor I/II (AFSCME, salary range 353/376, class 0768A/B) in budget unit 3884-127 effective immediately; and
2. Approve the deallocation of one full-time (1.0 FTE) Eligibility Specialist I/II (AFSCME, salary range 336/357, class 1731A/B) in budget unit 3884-127 effective immediately.

SOURCE OF FUNDING:

Inmate Welfare Fund Trust 3884

DISCUSSION:

HCCF requested an additional position for the inmate welfare program to support and enhance the Programs Division in relation to re-entry of inmates into the community as part of the fiscal year 2020-21 budget. While HCCF's Program Coordinator is tasked with the overall program of providing services to inmates within the facility, this new position will have a specific focus on preparing inmates for re-entry by assisting with vocational training, job/resume building, assistance securing housing, and many other tasks necessary for successful reintegration into the community. At the time of budget submission, HCCF staff thought the appropriate position would be an Eligibility Specialist I/II. After consulting with county Human Resources, it has been determined that the position should be a Vocational Counselor I/II. HCCF is requesting that this deallocation/allocation modification be done as soon as possible so it can begin recruiting for the appropriate position.

FINANCIAL IMPACT:

HCCF budgeted for an Eligibility Specialist I, Step D salary and benefits in the amount of \$75,502/annually for budget unit 3884-127 Inmate Welfare Fund in FY2020-21. A Vocational Counselor I, Step D with salary and benefits is \$80,531/annually, a difference of \$5,029/annually. The position is estimated to be filled no sooner than August of 2020. The salary savings from July 2020 is

enough to cover this increase. There is no impact to the general fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for a position allocation modification; however, this is not recommended. HCCF and Human Resources strive for positions to be classified correctly so equity with all positions may be achieved.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A