



COUNTY OF HUMBOLDT

For the meeting of: 2/9/2021

File #: 21-138

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Adoption of Retitled Job Classification of Project Manager and Deallocation of Vacant Positions and Allocation of Positions in the District Attorney's Office

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the retitled job classification from Human Resources Project Manager to Project Manager (class #0702) into the salary range and classification plan effective immediately;
2. Adopt Resolution No. _____ (attached) approving the amendment to the Compensation Plan between the County of Humboldt and Management and Confidential Employees due to the classification title change; and
3. Approve and authorize the District Attorney's Office to work with County Administrative Office, Human Resources/Payroll to make the following personnel changes:
 - a. Deallocate 1.0 full time equivalent (FTE) Legal Office Services Manager (class 0143, salary range 423) in budget unit 205, District Attorney's office;
 - b. Deallocate 1.0 full time equivalent (FTE) Legal Office Services Supervisor (class 1150, salary range 384) in budget unit 205, District Attorney's office;
 - c. Deallocate 1.0 full time equivalent (FTE) Community Services Officer (class 0415, salary range 358) in budget unit 205, District Attorney's office;
 - d. Deallocate 1.0 full time equivalent (FTE) Senior Legal Office Assistant (class 1140, salary range 365) in budget unit 295, District Attorney's office;
 - e. Allocate 1.0 full time equivalent (FTE) Project Manager (class 0702, salary range 501) in budget unit 205, District Attorney's office;
 - f. Allocate 1.0 full time equivalent (FTE) Supervising Legal Secretary (class 0114, salary range 400) in budget unit 205, District Attorney's office; and
 - g. Allocate 1.0 full time equivalent (FTE) Legal Secretary (class 1144, salary range 324/345) in budget unit 295, District Attorney's office.

SOURCE OF FUNDING:

General Fund budget unit 205, District Attorney

Measure Z budget unit 295, District Attorney

DISCUSSION:

Human Resources has received requests for the creation of a generalist job classification of Project Manager classification from multiple county departments. These requests have centered around managing projects related to implementing department specific information technology, department goals and compliance, improvement of department operations, and seeking and managing grant funding. In some instance the work of project management crosses over multiple departments. The County of Humboldt's current classification plan does not currently include a general Project Manager classification that can be utilized countywide.

Human Resources currently has a classification of "Human Resources Project Manager" (class #0702) that is very specific to Human Resources. Koff & Associates created a revised draft classification for the Human Resources Project Manager during the classification portion of the Countywide Classification and Compensation Study. Human Resources utilized that draft as a foundation to create the attached classification brought to your board. It is recommended that the attached specification revise and retitle from Human Resources Project Manager to Project Manager allowing for a more general and broad classification that can be utilized countywide.

Human Resources currently has two incumbents in the Human Resources Project Manager classification. The change of title and revision to the specification will have no financial impact to those incumbents as there is no change in compensation being recommended.

The District Attorney's Office have been working with Human Resources in restructuring supporting staffing roles in order to accommodate the increasingly complex projects the office is going to be handling and planning in the future. The project manager will perform duties related to managing projects that include the development and facilitation of countywide programs involving multiple departments with new technologies that have a major operational impact on the processing of law enforcement information which has an effect on countywide financial budgets.

The request to deallocate multiple positions that are currently vacant are in order to the restructure the District Attorneys office's to be able to maintain current daily work operations along with developing our office infrastructure for a nearly paperless case management system while remaining compliant with all legally required mandates. The allocation of a Supervising Legal Secretary position will allow for a wider scope of supervision to support staff and will provide assistance to the project manager position in creating achievable project deadlines. The allocation of a Legal Secretary position will aid the office by providing additional support to Deputy District Attorneys, Victim Witness Programs Specialists, District Attorney Investigators and other support staff.

FINANCIAL IMPACT:

There is not a financial impact to the Human Resource Department. The approval of this classification will allow departments to request allocations for Project Manager positions. The financial impact to the

District Attorney Office if the requested changes are approved will result in budget savings. The total cost of the positions requested for deallocation for the remainder of FY 2020-21 are estimated at \$137,188. The request for position allocation in the remainder of FY 2020-21 are an estimated cost of \$120,607 in total. The saving for FY 2020-21 is approximately \$16,580. \$15,706 in the District Attorney's general fund budget 1100205 and \$874.58 in the District Attorney office's Measure Z budget 1100295.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service as well as managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Koff & Associates

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose to not approve the attached revised specification and retitle of the Project Manager classification. This is not recommended as multiple county department have expressed a need for a Project Manager classification. The board may also choose to not approve the deallocations and allocations of the District Attorney office for office restructuring. This is not recommended as the alternative may damage the ability to complete complex projects in a timely and efficient manner.

ATTACHMENTS:

1. Resolution No. _____
2. Copy of Project Manager Specification
3. District Attorney's Office proposed organization chart

PREVIOUS ACTION/REFERRAL:

Board Order No.: [Click or tap here to enter text.](#)

Meeting of: [Click or tap here to enter text.](#)

File No.: [Click or tap here to enter text.](#)