



COUNTY OF HUMBOLDT

Legislation Details (With Text)

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File created: 9/15/2020 **In control:** Sheriff
On agenda: 10/6/2020 **Final action:** 10/6/2020
Title: Position Allocation Modification to Humboldt County Correctional Facility (HCCF) from Vocational Counselor to Client Services Worker

Sponsors:

Indexes:

Code sections:

Attachments: 1. Staff Report

Date	Ver.	Action By	Action	Result
10/6/2020	1	Board of Supervisors	approved	Pass

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Position Allocation Modification to Humboldt County Correctional Facility (HCCF) from Vocational Counselor to Client Services Worker

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of one full-time (1.0 FTE) Client Services Worker I/II (AFSCME, salary range 320/353, class 0772) in budget unit 3884-127 effective immediately; and
2. Approve the deallocation of one full-time (1.0 FTE) Vocational Counselor I/II (AFSCME, salary range 353/376, class 0768) 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 (FY) 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. The position currently allocated for this role is a Vocational Counselor I/II. After further review of the job duties and consulting with county Human Resources, it has been determined that the position should be a Client Services Worker 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 \$75,502 in budget unit 3884-127 Inmate Welfare Fund in FY 2020-21 for this position. Salary savings have been experienced due to the position being vacant and the allocation of a Client Services Worker I/II is at a lower range than the budgeted position. There will be no budgetary impacts or impacts to the general fund for this modification.

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