



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 22-1734      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 12/21/2022      **In control:** Human Resources  
**On agenda:** 12/22/2022      **Final action:** 12/22/2022  
**Title:** Adopt resolutions for Bargaining Units 1 - 11 to implement 2023 Cost of Living Adjustments (COLAs) and Phase 1 equity increases effective December 25, 2022.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Attachment 1 Resolution No. \_\_\_\_ AFSCME, 3. Attachment 2 Resolution No. \_\_\_\_ CAA, 4. Attachment 3 Resolution No. \_\_\_\_ HDSO, 5. Attachment 4 Resolution No. \_\_\_\_ LEM, 6. Attachment 5 Resolution No. \_\_\_\_ M&C, 7. Attachment 6 Resolution No. \_\_\_\_ Elected and Appointed Department Heads, 8. Attachment 7 2022-12-25 Comprehensive Compensation Schedule and Classification Summary (Amended), 9. Resolution No. 22-184.pdf, 10. Resolution No. 22-189.pdf, 11. Resolution No. 22-188.pdf, 12. Resolution No. 22-187.pdf, 13. Resolution No. 22-185.pdf, 14. Resolution No. 22-186.pdf

| Date       | Ver. | Action By            | Action   | Result |
|------------|------|----------------------|----------|--------|
| 12/22/2022 | 1    | Board of Supervisors | approved | Pass   |

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adopt resolutions for Bargaining Units 1 - 11 to implement 2023 Cost of Living Adjustments (COLAs) and Phase 1 equity increases effective December 25, 2022.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Implement the two (2) percent Cost of Living Adjustments (COLAs) scheduled for the first full pay period in January 2023, and the Phase 1 equity increases, early effective the pay period beginning December 25, 2022, by assigning the following classifications to the following salary ranges:
  - a. Animal Shelter and Care Attendant I - 40 hour (Class #0440) from salary range 325 to 333;
  - b. Assessment Technician I - 40 hour (Class #0172) from salary range 323 to 333;
  - c. Child Care Worker - 40 hour (Class #1732) from salary range 323 to 333;
  - d. Child Support Assistant I - 40 hour (Class #0366) from salary range 323 to 333;
  - e. Custodian - 40 hour (Class #0276) from salary range 323 to 333;

- f. Election Specialist I - 40 hour (Class #0132) from salary range 337 to 343;
- g. Election Worker - 40 hour (Class #0191) from salary range 328 to 333;
- h. Election Worker - Rover - 40 hour (Class #0192) from salary range 323 to 333;
- i. Fiscal Assistant I - 40 hour (Class #0177) from salary range 323 to 333;
- j. Laborer - 40 hour (Class #0266) from salary range 323 to 333;
- k. Legal Clerk I - 40 hour (Class #0351) from salary range 323 to 333;
- l. Legal Clerk II - 40 hour (Class #0351) from salary range 338 to 343;
- m. Legal Office Assistant I - 37.5 hour (Class #0153) from salary range 310 to 320;
- n. Legal Office Assistant I - 40 hour (Class #0178) from salary range 323 to 333;
- o. Legal Office Assistant II - 37.5 hour (Class #0153) from salary range 324 to 330;
- p. Legal Office Assistant II - 40 hour (Class #0178) from salary range 337 to 343;
- q. Library Assistant I - 37.5 hour (Class #0157) from salary range 310 to 320;
- r. Library Assistant II - 37.5 hour (Class #0157) from salary range 317 to 330;
- s. Library Shipping Clerk - 37.5 hour (Class #0156) from salary range 313 to 320;
- t. Mail Services Driver - 40 hour (Class # 0162) from salary range 323 to 333;
- u. Medical Clinic Assistant I - 40 hour (Class #0513) from salary range 323 to 333;
- v. Medical Clinic Assistant II - 40 hour (Class #0513) from salary range 323 to 343;
- w. Medical Office Assistant I - 37.5 hour (Class #0570) from salary range 310 to 320;
- x. Medical Office Assistant I - 40 hour (Class #0574) from salary range 323 to 333;
- y. Mental Health Cook's Aide - 40 hour (Class #0435) from salary range 323 to 333;
- z. Mental Health Worker I - 40 hour (Class #0911) from salary range 324 to 343;
- aa. Mental Health Worker II - 40 hour (Class #0911) from salary range 343 to 353;
- bb. Office Assistant I - 37.5hour (Class #0181) from salary range 310 to 320;
- cc. Office Assistant I - 40 hour (Class #0179) from salary range 323 to 333;
- dd. Office Assistant II - 37.5 hour (Class #0180) from salary range 310 to 330;
- ee. Office Assistant II - 40 hour (Class #0179) from salary range 323 to 343;
- ff. Parent Partner I - 40 hour (Class #0578) from salary range 323 to 333;
- gg. Parent Partner II - 40 hour (Class #0578) from salary range 323 to 343;
- hh. Parent Partner III - 40 hour (Class #0578) from salary range 323 to 353;
- ii. Peer Coach I - 40 hour (Class #0576) from salary range 323 to 333;
- jj. Peer Coach II - 40 hour (Class #0576) from salary range 323 to 343;
- kk. Peer Coach III - 40 hour (Class #0577) from salary range 323 to 353;
- ll. Recordable Documents Examiner I - 37.5 hour (Class #0155) from salary range 310 to 320;
- mm. Recordable Documents Examiner I - 40 hour (Class #0155) from salary range 311 to 333;
- nn. Secretary - 37.5 hour (Class #0165) from salary range 329 to 336;
- oo. Secretary - 40 hour (Class #1168) from salary range 342 to 353;
- pp. Senior Custodian - 40 hour (Class #0280) from salary range 333 to 343;
- qq. Services Support Assistant I - 40 hour (Class #1137) from salary range 323 to 333;
- rr. Social Service Aide (MSS) - 40 hour (Class #0708) from salary range 324 to 353;
- ss. SSB-Secretary I - 40 hour (Class #0183) from salary range 342 to 353;
- tt. Stock Clerk - 40 hour (Class #1733) from salary range 323 to 333;
- uu. Student Professional Worker - 40 hour (Class #0673) from salary range 328 to 333;

- vv. Vocational Assistant - 40 hour (Class #0742) from salary range 323 to 343;
- ww. Vocational Trainee - 40 hour (Class #0742) from salary range 323 to 333;

2. Excluding the classifications in Recommendation #1, implement the two (2) percent COLAs scheduled for first full pay period in January 2023, early effective the pay period beginning December 25, 2022, for all other classifications in the following bargaining units:
  - a. AFSCME Local 1684 Units 1 - 4
  - b. CAA Unit 5
  - c. HDSO Unit 6
  - d. LEM Unit 7
  - e. Management & Confidential Units 8 - 9
  - f. Appointed Department Heads Unit 10
  - g. Elected Department Heads Unit 11
3. Adopt Resolution No. \_\_\_\_\_ (Attachment 1) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1864 for Units 1-4.
4. Adopt Resolution No. \_\_\_\_\_ (Attachment 2) approving the amendment to the Memorandum of Understanding (MOU) between the County of Humboldt and County Attorneys Association (CAA) for Unit 5.
5. Adopt Resolution No. \_\_\_\_\_ (Attachment 3) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization (HDSO) for Unit 6.
6. Adopt Resolution No. \_\_\_\_\_ (Attachment 4) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and Law Enforcement Management (LEM) for Unit 7.
7. Adopt Resolution No. \_\_\_\_\_ (Attachment 5) approving the amendment to the Compensation Plan between the County of Humboldt and designated Management & Confidential Employees for Units 8 & 9.
8. Adopt Resolution No. \_\_\_\_\_ (Attachment 6) approving the amendment to the Compensation Plan between the County of Humboldt and designated Elected & Appointed Department Heads for Units 10 & 11.
9. Adopt the amended December 25, 2022 Comprehensive Compensation Schedule (Attachment 7).

SOURCE OF FUNDING:

Various Funds

DISCUSSION:

Effective January 1, 2023, the California state minimum wage will increase from \$15 per hour to \$15.50 per hour. This increase will impact approximately 50 classifications in the county's classification and compensation structure. Increases to minimum wage over the last several years have led to significant minimum wage compaction and has eliminated appropriate differentials between entry and journey level classifications in the same career ladder.

In response, the County Administrative Office and Human Resources tasked Municipal Resource Group (MRG) with developing a multi-phased approach to addressing several years of minimum wage compaction and misalignment in the county's classification and compensation structure. In developing Phase 1, MRG intended to comply with 2023 California minimum wage and establish 5% differentials in the career ladders impacted by minimum wage. It should be noted that the focus of Phase 1 is to address minimum wage-related compaction within the county's classification and compensation structure. Therefore, later phases of MRG's multi-phased approach will be focused on other areas such as:

- Severe compaction between classifications
- Moderate compactions between classifications
- Major alignment issues between classifications
- Miscellaneous compaction and alignment issues

To comply with 2023 minimum wage and the negotiated two (2) percent COLAs for Units 1-4, MRG has recommended placing the following 40-hour classifications at salary range 333:

- Animal Shelter and Care Attendant I
- Assessment Technician I
- Child Care Worker
- Child Support Assistant I
- Custodian
- Election Worker
- Election Worker - Rover
- Fiscal Assistant I
- Laborer
- Legal Clerk I
- Legal Office Assistant I
- Mail Services Driver
- Medical Clinic Assistant I
- Medical Office Assistant I
- Mental Health Cook's Aide
- Office Assistant I
- Parent Partner I
- Peer Coach I
- Recordable Documents Examiner I
- Services Support Assistant I

- Stock Clerk
- Student Professional Worker
- Vocational Trainee

To comply with 2023 minimum wage and the negotiated two (2) percent COLAs for Units 1-4, MRG has recommended placing the following 37.5-hour classifications at salary range 320:

- Legal Office Assistant I (37.5)
- Library Assistant I (37.5)
- Medical Office Assistant I (37.5)
- Office Assistant I (37.5)
- Recordable Documents Examiner I (37.5)

To correct compaction within career ladders impacted by minimum wage increases over the last several years, MRG recommends creating 5% differentials by placing the following 40-hour classifications at salary range 343:

- Election Specialist I
- Legal Clerk II (40)
- Legal Office Assistant II (40)
- Medical Clinic Assistant II
- Mental Health Worker I
- Office Assistant II (40)
- Parent Partner II
- Peer Coach II
- Senior Custodian
- Vocational Assistant

To correct compaction within career ladders impacted by minimum wage increases over the last several years, MRG recommends creating 5% differentials by placing the following 37.5-hour classifications at salary range 330:

- Legal Office Assistant II (37.5)
- Library Assistant II (37.5)
- Office Assistant II (37.5)

To correct compaction within career ladders impacted by minimum wage increases over the last several years, MRG recommends creating 5% differentials by placing the following classifications at salary range 353:

- Mental Health Worker II
- Parent Partner III
- Peer Coach III

- Secretary (40)
- Social Service Aide (MSS)
- SSB-Secretary I

To successfully implement Phase 1 recommendations in the County’s HRIS and Payroll system, staff recommendations are for these changes to take effect on December 25, 2022, as this is the first day of the pay period that encompasses January 1, 2023. This implementation would ensure compliance with the 2023 increase to California minimum wage to \$15.50. Additionally, the county wishes to implement the negotiated two (2) percent COLA scheduled for the first full pay period in January 2023 for employees in Units 1 - 11 in compliance with applicable MOUs and Compensation Plans.

**FINANCIAL IMPACT:**

California minimum wage increases to \$15.50 per hour, effective January 1, 2023. The estimated annual cost of Phase 1 is \$980,000 and impacts approximately 299 Full-Time Equivalents (FTEs). The estimated increase to the remaining portion of Fiscal Year (FY) 2022-23 from December 25, 2022, through June 30, 2023 is estimated at no more than \$509,000 - this calculation is based on allocated positions and does not factor in budget savings from existing vacancies. Moreover, of the up to \$509,000 impact to the remaining FY, approximately \$245,000 has already been budgeted as it represents the 2% negotiated COLA per the MOU. Thus, if a supplemental budget request is necessary, it will be determined at a later date, and take into account actual vacancy rates for the effected budget unit.

The estimated annual costs by fund are detailed below:

| <b>FUND NAME</b>       | <b># OF FTE ADJUSTED</b> | <b>ANNUAL COST INCREASE</b> |
|------------------------|--------------------------|-----------------------------|
| General Fund           | 46.54                    | \$ 91,358                   |
| Social Services        | 145.00                   | 562,557                     |
| Mental Health          | 61.40                    | 223,883                     |
| Public Health          | 22.00                    | 52,712                      |
| Substance Use Disorder | 4.00                     | 10,766                      |
| Roads                  | 4.00                     | 10,767                      |
| Child Support Services | 9.00                     | 18,965                      |
| Library                | 6.00                     | 6,027                       |
| Motor Pool             | 1.00                     | 2,692                       |
| <b>Fund Totals</b>     | <b>298.94</b>            | <b>\$ 979,727</b>           |

**STRATEGIC FRAMEWORK:**

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

**OTHER AGENCY INVOLVEMENT:**

Municipal Resource Group (MRG)

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to implement Phase 1 and the 2023 COLAs as recommended. However, this is not recommended, as the county would be out of compliance with 2023 California minimum wage requirements and would not be in compliance with implementing 2023 COLAs in compliance with applicable MOUs and Compensation Plans for Units 1 - 11.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_ (AFSCME)
2. Resolution No. \_\_\_\_\_ (CAA)
3. Resolution No. \_\_\_\_\_ (HDSO)
4. Resolution No. \_\_\_\_\_ (LEM)
5. Resolution No. \_\_\_\_\_ (M&C)
6. Resolution No. \_\_\_\_\_ (Elected & Appointed Department Heads)
7. Amended Comprehensive Compensation Schedule effective December 25, 2022

PREVIOUS ACTION/REFERRAL:

Board Order No.: 22-02; 22-26; 21-147; 22-22; 22-03; 22-132

Meeting of: January 4, 2022; March 1, 2022; December 14, 2021; October 25, 2022

File No.: .