



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 19-1751      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 12/2/2019      **In control:** DHHS: Administrative  
**On agenda:** 1/7/2020      **Final action:** 1/7/2020  
**Title:** Reallocation of the Office Assistant III to a Senior Office Assistant  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Staff Report, 2. Humboldt ltr regarding OA III comparable to Sr OA 9 27 19.pdf, 3. 2019-11-7 OA III M-C Classification Review.pdf

Date	Ver.	Action By	Action	Result
1/7/2020	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors  
**From:** DHHS: Administration  
**Agenda Section:** Consent

**SUBJECT:**  
Reallocation of the Office Assistant III to a Senior Office Assistant

**RECOMMENDATION(S):**  
That the Board of Supervisors:  
1. Approve the reallocation of the Office Assistant III Merit System Services (class 0186, salary range 342, M/C unit 09), position 01 to a Senior Office Assistant Merit System Services (class 0110, salary range 368 M/C unit 09), position 01; effective the pay period following Board approval.

**SOURCE OF FUNDING:**  
Social Services Fund

**DISCUSSION:**  
The Department of Health and Human Services (DHHS) requested clarification on the Merit System Services (MSS) Office Assistant III classification from Cooperative Personnel Services (CPS) HR. Upon receipt of the letter from CPS HR (Attachment 1), DHHS requested Human Resources to conduct a classification review of the Office Assistant III (MSS) allocated to DHHS in the Employee Services division. There is currently only one allocation of this classification within DHHS which has been vacant since Sept. 28, 2019.

In conducting a review of the applicable County and MSS job specification and the CPS HR letter dated Sept. 27, 2019, the Human Resources Department has determined that the Office Assistant III (MSS) position is not appropriately allocated. The Human Resources Department recommends that the Office Assistant III (M/C) (MSS) job classification be reallocated to a Senior Office Assistant (M/C) (MSS), which is supportive of the finding made by CPS HR in their Sept. 27, 2019 letter (Attachment 2).

FINANCIAL IMPACT:

The net cost increase associated with this reallocation for the remainder of the 2019-20 fiscal year, starting in March of 2020, is estimated to be \$2,010. This position will be funded by Social Services revenues Federal Title IV-E, Title XIX, Realignment and already approved fiscal year 2019-20 county General Fund. This position will be allocated to Fund 1160, Budget Unit 511. There is sufficient appropriation in Social Services Budget Unit 1160-511 due to funded vacant positions for this position reallocation. There will be no impact to the county General Fund.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

CPS HR

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the reallocation. However, this alternative is not recommended as we would not be following the recommendation of CPS HR or Human Resources.

ATTACHMENTS:

1. CPS HR Recommendation
2. Human Resources Recommendation

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: 19-1751