



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 21-1564      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 10/15/2021      **In control:** Sheriff  
**On agenda:** 10/26/2021      **Final action:** 10/26/2021  
**Title:** Position Allocation Modification for Sheriff's Office to Deallocate 3.0 Full-time Equivalent (FTE) Legal Office Assistant and allocate 1.0 FTE Senior Legal Office Assistant and 2.0 FTE Administrative Secretary.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report

Date	Ver.	Action By	Action	Result
10/26/2021	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

### SUBJECT:

Position Allocation Modification for Sheriff's Office to Deallocate 3.0 Full-time Equivalent (FTE) Legal Office Assistant and allocate 1.0 FTE Senior Legal Office Assistant and 2.0 FTE Administrative Secretary.

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of 2.0 FTE Administrative Secretary (salary range 345, class 0164) in budget unit 1100-221 effective October 26, 2021; and
2. Approve the deallocation of 2.0 FTE Legal Office Assistant (salary range 308, class 0178) in budget unit 1100-221 effective October 26, 2012; and
3. Approve the allocation of 1.0 FTE Senior Legal Office Assistant (salary range 353, class 0168) in budget unit 1100-243 effective October 26, 2021; and
4. Approve the deallocation of 1.0 FTE Legal Office Assistant (salary range 308, class 0178) in budget unit 1100-243 effective October 26, 2012.

### SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Humboldt County Sheriff's Office Support Services Bureau has re-evaluated the office support needed at its McKinleyville Station and Coroner's Office and has determined that both locations would be better served if the positions were filled with an Administrative Secretary. The Support Services Bureau currently has 2.0 FTE vacant Legal Office Assistant (LOA) positions that it would like to deallocate in order to allocate the Administrative Secretary positions to achieve the desired administrative support.

The Humboldt County Correctional Facility (HCCF) has evaluated the legal office support services of its visitation services unit and has determined that unit would be better served if it had a Senior LOA to direct and provide training to the other LOA's in the unit. HCCF currently has 2.0 FTE vacant LOA positions and would like to deallocate one LOA in order to allocate the Senior LOA to achieve the desired level of supervision and training.

HCSO and HCCF continuously strive to improve the services of their operations to the public. HCSO and HCCF believe the reorganization of these positions to be in the best interest of the public.

FINANCIAL IMPACT:

Annual salary and benefits for a 1.0 LOA, step 1A is \$52,218.87. Annual salary and benefits for a 1.0 Administrative Secretary, step 1A is \$60,461.78. Annual salary and benefits for a 1.0 FTE Senior Legal Office Assistant, step 1A is \$62,464.45.

For budget unit 1100-221 Sheriff Operations the deallocation of 2.0 LOA's and allocation of 2.0 Administrative Secretary positions is an annual net increase of \$16,485.82. Staff anticipates that the positions wouldn't be filled until Jan. 1, 2022 resulting in a net increase for FY2021-22 of \$8,242.91.

For budget unit 1100-243 Correctional Facility the deallocation of 1.0 LOA and allocation of 1.0 Senior LOA is an annual net increase of \$10,245.58. Staff anticipates that the position wouldn't be filled until Jan. 1, 2022 resulting in a net increase for FY2021-22 of \$5,122.79.

Both 1100-221 Sheriff Operations and 1100-243 Correctional Facility are experiencing staffing shortages and anticipate sufficient salary savings to cover the increases for FY2021-22. There is no additional General Fund allocation requested for these changes.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to allocate/deallocate the positions.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA