



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 19-1167      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 7/31/2019      **In control:** Planning and Building  
**On agenda:** 8/20/2019      **Final action:** 8/20/2019  
**Title:** Reclassify Current Senior Office Assistant to Executive Secretary (4/5 Vote Required)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Staff Report

Date	Ver.	Action By	Action	Result
8/20/2019	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors  
**From:** Planning and Building Department  
**Agenda Section:** Consent

**SUBJECT:**  
Reclassify Current Senior Office Assistant to Executive Secretary (4/5 Vote Required)

**RECOMMENDATION(S):**  
That the Board of Supervisors:  
1. That the Board of Supervisors approve the reallocation of the Senior Office Assistant position (salary range 338, class 0135) currently held by Suzanne Lippre in budget unit 277 to an Executive Secretary position (salary range 348, class 0163, Step E) in budget unit 277 effective retroactively to November 21, 2018 - Final Class Study Report from Koff and Associates. (4/5 vote required)

**SOURCE OF FUNDING:**  
General Fund and permit fees.

**DISCUSSION:**  
At the request of the Planning and Building Department, the Human Resources Department asked Koff and Associates to conduct a classification review of the Senior Office Assistant position currently held by Suzanne Lippre. The review was requested for the purpose of evaluating the appropriateness of the classification for the position.

The focus of the position classification is on the assigned job duties and the job-related requirements

for successful performance, rather than the individual employee capabilities or volume of work performed.

Based on the recommendation of Koff and Associates, it has been determined that the duties and responsibilities of the current position are outside the scope of the Senior Office Assistant and more closely align with those of an Executive Secretary. Ms. Lippre's responsibilities related to clerk functions for the Planning Commission and the Zoning Administrator, as well as those related to California Public Records Act (CPRA) requests are more complex and have a higher consequence of error than the typical duties and responsibilities as described in Ms. Lippre's current classification description. Since a substantial amount of her work time is spent on these duties, it is appropriate to reclassify the position to a classification that more adequately captures the work complexity and scope of responsibility.

This request is proposed to be effective retroactively to November 21, 2018, the date of the final Koff and Associates final classification study report.

FINANCIAL IMPACT:

The financial impact will total approximately \$3,300.00 including the retroactive compensation and the fiscal year compensation adjustment. The financial impact analysis includes taxes, insurance, and retirement expense. No additional General Fund allocation is being requested with this action as there will be no impact to the General Fund. Expenditure appropriation savings are available to absorb this additional expense.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to deny this reallocation. However, this is not recommended because this request is supported by the report provided by Koff and Associates, and the employee has been and continues to be working out of her classification.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A