

# COUNTY OF HUMBOLDT

# Legislation Details (With Text)

File #:	18-1	320	Version:	1	Name:			
Туре:	Info	Informational Report			Status:	Passed		
File created:	10/2	10/2/2018			In control:			
On agenda:	10/9	10/9/2018			Final action:			
Title:	Rev	Revised Job Specification for Housing Assistance Coordinator Position						
Sponsors:								
Indexes:								
Code sections:	:							
Attachments:		1. Staff Report, 2. 2018 10 09 - Housing Assistance Coordinator Job Specification, 3. Red line Coun of Humboldt housing assistance coordinator						
Date	Ver.	Action B	у		Act	ion	Result	
10/9/2018	1	Board o	of Supervisor	S	app	proved	Pass	
То:	Board	Board of Supervisors						
From:	Huma	Human Resources						
<u>SUBJECT:</u> Revised Job Spec	cification	n for Hous	ing Assistanc	e Coo	rdinator Position			
RECOMMENDAT That the Board of	· · ·	/	t the revised	classif	ication of Housing	Assistance Coordinator.		
SOURCE OF FU	JNDING	<u>:</u>						

#### N/A

#### DISCUSSION:

At the request of the Department of Health and Human Services (DHHS), the Human Resources Department conducted a review of the specification for the Housing Assistance Coordinator position. The review was requested to evaluate the appropriateness of the specification for a position within DHHS.

The Housing Assistance Coordinator position was originally created for a position within the County Administrative Office (CAO) and included CAO department specific references. The revision removes all departmental specific references and adds responsibility for participation on the Housing Trust Fund and Homelessness Solutions Committee.

The changes noted above do not result in a classification change for the position.

#### FINANCIAL IMPACT:

There is no financial impact for adopting the revised job specification of Housing Assistance Coordinator. However, the Department of Health and Human Services will present a future staff report detailing the financial impact of the new allocation for this position.

This item supports your Board's Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT: County Administrative Office Department of Health and Human Services

# File #: 18-1320, Version: 1

Koff and Associates

### ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the adoption of the new job specification of Housing Assistance Coordinator. However, this is not recommended, as it will have a negative impact on the Department of Health and Human Services ability to meet the needs of the community.

# ATTACHMENTS:

Attachment 1: Job Specification for Housing Assistance Coordinator Attachment 2: Redline Version Job Specification for Housing Assistance Coordinator

<u>PREVIOUS ACTION/REFERRAL:</u> Board Order No.: N/A Meeting of: N/A