



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 22-180      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 2/9/2022      **In control:** Human Resources  
**On agenda:** 3/1/2022      **Final action:** 3/1/2022

**Title:** Adoption of Merit System California Department of Human Resources (CALHR) Job Specification for Accounting Technician class

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Attachment 1 Current Merit Systems CALHR job specification for Accounting Technician, 3. Attachment 2 Current County of Humboldt job specification for Accounting Technician, 4. Attachment 3 Amended County of Humboldt job specification for Accounting Technician

Date	Ver.	Action By	Action	Result
3/1/2022	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

### SUBJECT:

Adoption of Merit System California Department of Human Resources (CALHR) Job Specification for Accounting Technician class

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Attachment 3: Amended County of Humboldt job specification for Accounting Technician (class 0354 and class 0355) to ensure that the job specification aligns with Merit Systems California Department of Human Resources (CALHR), effective immediately.

### SOURCE OF FUNDING:

N/A

### DISCUSSION:

During the classification phase of the Countywide Classification and Compensation Study conducted by Koff and Associated (K&A), recommended updates to the language of job descriptions and minimum qualifications were made. Upon further review it has been discovered that the County of Humboldt Human Resources job specification for Accounting Technician does not align with the job specification of Merit Systems California Department of Human Resources (CALHR). It is required

that the job specifications align to advertise the positions through both County of Humboldt Human Resources and Merit Systems CALHR when seeking to fill a Merit position.

The Human Resources department has discussed the discrepancies with Merit Systems CALHR and an AFSCME union representative. It has been decided that the Merit Systems CALHR job specification is more inclusive and would allow for more applicants to achieve the minimum qualification threshold. Adopting the amended job specification would provide more candidates the opportunity to apply, as well as provide a more robust applicant list for departments. Therefore, Human Resources recommends amending the job specification of the Accounting Technician class, to align with the Merit System CALHR job specification. As this is an AFSCME-represented job class, an AFSCME representative has been consulted and agrees with this recommendation.

FINANCIAL IMPACT:

There is no financial impact associated with these recommendations as no change in compensation is being recommended.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by facilitating public/private partnerships to solve problems and investing in County employees.

OTHER AGENCY INVOLVEMENT:

American Federation of State, County and Municipal Employees Memorandum of Understanding (AFSCME).

Merit Systems California Department of Human Resources (CALHR).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board could choose not to approve this recommendation. However, this is not recommended as this position cannot be advertised through both County of Humboldt Human Resources and Merit Systems (CALHR) until the job specifications align.

ATTACHMENTS:

Attachment 1: Current Merit Systems CALHR job specification for Accounting Technician.

Attachment 2: Current County of Humboldt job specification for Accounting Technician.

Attachment 3: Amended County of Humboldt job specification for Accounting Technician.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A