



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

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**File created:** 4/20/2022      **In control:** Human Resources  
**On agenda:** 5/3/2022      **Final action:** 5/3/2022  
**Title:** Adoption of amended and retitled job classifications of Deputy Director - Sheriff's Financial & Support Services and Emergency Services Program Manager.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. Deputy Director-Sheriff's Financial and Support Services.pdf, 3. Emergency Services Program Manager.pdf, 4. Comprehensive Compensation Schedule and Classification Summary 05-03-2022.pdf, 5. Resolution.pdf, 6. Resolution No. 22-56.pdf

Date	Ver.	Action By	Action	Result
5/3/2022	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

### SUBJECT:

Adoption of amended and retitled job classifications of Deputy Director - Sheriff's Financial & Support Services and Emergency Services Program Manager.

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the amended and retitled job specification of Deputy Director - Sheriff's Financial & Support Services (salary range 540, job class #0438, unit 8) (Attachment #2) into the salary range and classification plan effective the first full pay period following Board adoption.
2. Approve the reallocation of 1.0 FTE Deputy Director - Sheriff's Administration (salary range 519, job class #0438) in Fund 1100, BU 221, occupied by Regina Fuller, to a 1.0 FTE Deputy Director - Sheriff's Financial & Support Services (salary range 540, job class #0438) effective the first full pay period following Board adoption.
3. Approve the amended and retitled job specification of Emergency Services Program Manager (salary range 503, job class #0193, unit 8) (Attachment #3) into the salary range and classification plan effective the first full pay period following Board adoption.
4. Approve the reallocation of 1.0 FTE Emergency Services Manager (salary range 458, class #0193, unit 8) in Fund 1100, BU 221, occupied by Ryan Derby, to a 1.0 FTE Emergency Services Program Manager (salary range 503, job class #0193, unit 8) effective the first full pay period following Board adoption.

5. Adopt Resolution No. \_\_\_\_\_ (Attachment #4) approving 1) the amendment of the January 1, 2022 - December 31, 2024 Compensation Plans for Management & Confidential Employees 2) a Comprehensive Compensation Schedule and Classification Summary effective May 3, 2022. (Attachment #1).

SOURCE OF FUNDING:

General Fund (1100221), Emergency Management Performance Grant (1100-221859)

DISCUSSION:

Municipal Resource Group (MRG), a Human Resources consulting firm, has conducted a classification review of the following classifications: Deputy Director - Sheriff's Administration and the Emergency Services Manager position.

The Deputy Director - Sheriff's Administration position is currently occupied by incumbent Regina Fuller. The review was undertaken to thoroughly evaluate the appropriateness of this classification for this position. The Human Resources Department has received MRG's detailed report, and it is evident that the incumbent is performing duties beyond the scope of their current classification as it is currently written.

MRG conducted a thorough review of the classification for the Deputy Director - Sheriff's Administration, which included meeting with the incumbent and Sheriff management. Additionally, MRG reviewed the 2019 Koff & Associates (K&A) Classification & Compensation Study preliminary recommendations, compared those to current market data for comparator agencies, and considered the future salary increases for the respective classifications put forth in the Management & Confidential Compensation Plan. After careful consideration of the data, MRG has recommended that the County:

- *“Reclassify the Deputy Director - Sheriff's Administration classification to the proposed classification of Deputy Director - Sheriff's Financial & Support Services.*
- *Adopt the proposed class specifications that were reviewed and edited by the incumbent.*
- *Place the Deputy Director - Sheriff's Financial & Support Services classification at salary range 540.*

The Emergency Services Manager position is currently occupied by incumbent Ryan Derby. The review was undertaken to thoroughly evaluate the appropriateness of this classification for this position. The Human Resources Department has received MRG's detailed report, and it is evident that the incumbent is performing duties beyond the scope of their current classification as it is currently written.

MRG conducted a thorough review of the classification for the Emergency Services Manager, which included meeting with the incumbent and Sheriff management. Additionally, MRG reviewed the 2019 Koff & Associates (K&A) Classification & Compensation Study preliminary recommendations, compared those to current market data for comparator agencies, and considered the future salary increases for the respective classifications put forth in the Management & Confidential Compensation

Plan. After careful consideration of the data, MRG has recommended that the County:

- *“Reclassify the Emergency Services Manager to the proposed classification of Emergency Services Program Manager.*
- *Adopt the proposed class specifications that were reviewed and edited by the incumbent.*
- *Place the Emergency Services Program Manager classification at salary range 503.*

To ensure that the County of Humboldt is offering appropriate pay and investing in County employees, the Human Resources Department recommends that we implement the recommendations put forth by MRG.

#### FINANCIAL IMPACT:

The Deputy Director Sheriff’s Administration step E salary and benefits is \$168,759 annually. The reclassification to Deputy Director Financial and Support Services Bureau step E is a total increase to salary and benefits of \$16,600 annually, and \$2,767 for the remainder of FY 2021-22.

The Emergency Services Manager step C salary and benefits is \$116,642 annually. The reclassification to Emergency Services Program Manager step C is a total increase to salary and benefits of \$25,265 annually, and \$4,211 for the remainder of FY 2021-22.

Salary and benefits costs related to the Deputy Director Sheriff’s Administration are paid from the Sheriff’s Office Administration (1100221100), and the Emergency Services Manager from the Emergency Management Performance Grant (1100221859). There is sufficient funding available within this budget to account for the increase and therefore there will be no impact to the General Fund. However, in future years, the General Fund allocation may be impacted by these reclassifications. Pending Board approval of this agenda item, HCSO will do an appropriation transfer from Sheriff Operations (1100221) Special Departmental Expenses (2123) which has a current available balance of \$357,369 to salaries in the amount of \$6,978 to cover the increased expense for the remainder of FY2021-22.

#### STRATEGIC FRAMEWORK:

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

#### OTHER AGENCY INVOLVEMENT:

Municipal Resource Group (MRG).

#### ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to adopt these retitled and amended classifications, however, this is not recommended.

#### ATTACHMENTS:

Attachment 1 - Comprehensive Compensation Schedule and Classification Summary

Attachment 2 - Proposed Job Specification for the Deputy Director - Sheriff's Financial & Support Services

Attachment 3 - Proposed Job Specification for the Emergency Services Program Manager

Attachment 4 - Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: 22-19

Meeting of: .

File No.: .