



COUNTY OF HUMBOLDT

Legislation Text

File #: 15-475, **Version:** 1

Adopt the Resolution to Amend the Compensation Plan for Management and Confidential Employees and Elected and Appointed Department Heads to Add the New Job Class of Administrative Assistant/Deputy Clerk of the Board I/II/III and the Reallocation of the Positions of Administrative Assistant to the Board of Supervisors and Deputy Clerk of the Board

That the Board of Supervisors adopt the proposed new Management and Confidential job class of Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); and adopt Resolution No. _____ (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plans for Management and Confidential Employees and Elected and Appointed Department Heads for fiscal years 2014-15 to include:
Add:

Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408, unit 09)

Delete:

Administrative Assistant to the Board of Supervisors (class number 0111, salary range 398) Deputy Clerk of the Board (class number 0115, salary range 368);

Approve an amendment to the Position Allocation List to reallocate the currently occupied 1.0 FTE Administrative Assistant to the Board of Supervisors (class number 0111, salary range 398, position 01) in budget unit 101 to Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); approve an amendment to the Position Allocation List to reallocate the currently occupied 1.0 FTE Deputy Clerk of the Board (class number 0115, salary range 368, position 01) in budget unit 101 to Administrative Assistant/Deputy Clerk of the Board I/II/III (class number 1115, salary range 368/388/408); and approve the cessation of the Salary Resolution, Section 7 wage adjustment for Deputy Clerk of the Board, authorized by Board action on January 13, 2015, Agenda Item No. C-2, effective the beginning of the pay period immediately following approval.