

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of September 12, 2023

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS  
IMPLEMENTING SALARY INCREASES AND NEW JOB SPECIFICATIONS FOR CERTAIN  
CLASSIFICATIONS IN THE DESIGNATED MANAGEMENT AND CONFIDENTIAL  
EMPLOYEES AND ADOPTING THE COMPREHENSIVE COMPENSATION SCHEDULE**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on January 4, 2022, the Board of Supervisors adopted Resolution No. 22-19, providing for the implementation of the 2022-2024 Compensation Plan for Designated Management and Confidential Employees; and

**WHEREAS**, the Board of Supervisors intends to amend the 2022-2024 Compensation Plan for Designated Management and Confidential Employees; and

**WHEREAS**, California Employees Retirement System (CalPERS) requires all government agencies to provide and make available to the public the salary of all full-time, part-time employees and Elected Officials in a single salary format specified by CalPERS.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS:**

1. Adopt the amended and retitled job specification for Administrative Assistant/Deputy Clerk of the Board I/II/III (class # 1115C, salary range 412/432/452), retitled to Board Services Specialist I/II (class # 1210A/B, salary range 432/452), into the classification plan effective the pay period following board approval;
2. Adopt the new job classification of Senior Board Services Specialist (class # 1211, salary range 472) into the classification plan effective the pay period following board approval;
3. Adopt the amended and retitled job specification for Administrative Support Manager/Clerk of the Board (class # 0102, salary range 480), retitled to Board Services Manager/Clerk of the Board (class # 0102) into the classification plan effective the pay period following board approval;
4. Approve the equity increase for Board Services Manager/Clerk of the Board (class # 0102), from salary range 480 to 502, effective the pay period following board approval;
5. Approve the reallocation of 1.0 full-time equivalent (FTE) Administrative Assistant/Deputy Clerk of the Board III (class # 1115C, salary range 412/432/452) in Fund 1100, budget unit (BU) 101, Board of Supervisors, to 1.0 FTE Senior Board Services Specialist (class # 1211, salary range 472) effective the pay period following board approval;
6. Classify Brooke Eberhardt and Nicole Turner as Board Services Specialist IIs (class # 1210, salary range 452) effective the pay period following board approval;
7. Reclassify Tracy D'Amico from 1.0 FTE Administrative Assistant/Deputy Clerk of the Board III (class # 1115C, salary range 452) in Fund 1100, budget unit (BU) 114, Board of Supervisors, to 1.0 FTE Senior Board Services Specialist (class # 1211, salary range 472) effective the pay period following board approval;
8. Adopt the Comprehensive Compensation Schedule and Classification Summary effective September 17, 2023 (Attachment 2).

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Dated: September 12, 2023

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Steve Madrone, Chair of the Board  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor, Seconded by Supervisor, and the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA)

County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors. KATHY HAYES Clerk of the Board of Supervisors of the County of Humboldt, State of California.