



COUNTY OF HUMBOLDT

For the meeting of: 5/12/2026

File #: 26-356

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of amended Public Health Nurse, Environmental Health Specialist I/II, and Senior Environmental Health Specialist Classification Specifications

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended classification specification (Attachment 1) for Public Health Nurse (classification # 0528) into the classification system effective the pay period after approval; and
2. Adopt the amended classification specification (Attachment 2) for Environmental Health Specialist I/II (classification # 0535A/B) into the classification system effective the pay period after approval; and
3. Adopt the amended classification specification (Attachment 3) for Senior Environmental Health Specialist (classification # 0518) into the classification system effective the pay period after approval; and
4. Adopt the Resolution (Attachment 4) approving the amendment of the 2025-2026 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

The Public Health Nurse classification specification has not been updated in over 30 years. During this time, the Public Health nursing program has evolved significantly, and the current job description no longer accurately reflects the duties, responsibilities, and qualifications required for the position today. The proposed amended classification specification (Attachment 1) updates the position to align with current Public Health nursing standards and practices. Notably, the updated classification specification removes the previous requirement for 1 year of prior Public Health nursing experience, which is no longer practical or required for new Public Health nurses coming into the program to perform the essential duties of the position. The licensing and educational requirements are unchanged. This change will significantly improve the county's ability to recruit qualified nursing professionals in a competitive job market.

Additionally, the Environmental Health Specialist I/II job classification includes requirements that do not align with the licensing needs of the assignment. The updates reflect eligibility for the class based on possession of an appropriate letter from the state to practice at the I level, and promotion to the II level being based on possession of the full licensure. Other updates include a change in a requirement of obtaining licensure within three years to five years to align with state law. Similarly to the Public Health Nurse,

the Senior Environmental Health Specialist job class has not been updated in over 30 years and is in need of attention. Updates reflect current requirements of the class, and provides a natural progression from the II level. There are no changes to salary or staffing levels associated with this update. This is solely a revision to the classification specification to reflect current practice.

SOURCE OF FUNDING:

General Fund 1100

FINANCIAL IMPACT:

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Narrative Explanation of Financial Impact:

There is no financial impact for this item as no salary changes are being recommended.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no staffing impact for this item as no staffing changes are being recommended.

OTHER AGENCY INVOLVEMENT:

AFSCME

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to implement the recommendation in this item. However, it is not recommended as these job specifications are in need of attention to align with licensing requirements for the classifications, and to improve recruitment and retention efforts.

ATTACHMENTS:

Attachment 1 - Public Health Nurse classification specification

Attachment 2 - Environmental Health Specialist I/II classification specification

Attachment 3 - Senior Environmental Health classification specification

Attachment 4 - Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A