



COUNTY OF HUMBOLDT

For the meeting of: 9/12/2023

File #: 23-1174

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of New Job Classifications and Position Allocation Modification for the Board of Supervisors

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the amended and retitled classification for Administrative Assistant/Deputy Clerk of the Board I/II/III (class # 1115A/B/C, 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 Resolution (Attachment 1) approving the amendment of the January 1, 2022 -

December 31, 2024, Compensation Plan for Designated Management and Confidential Employees; and

9. Adopt the Comprehensive Compensation Schedule and Classification Summary effective Sept. 17, 2023 (Attachment 2).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Municipal Resource Group (MRG), a human resources consulting agency, conducted a classification review of the Board of Supervisors Department and makes the following recommendations:

- Retitle Administrative Assistant/Deputy Clerk of the Board II and III to Board Services Specialist I and II with no change in salary; the classifications will remain at salary ranges 432 and 452, respectively. Classify Brooke Eberhardt and Nicole Turner as Board Services Specialist II.
- Create a new Senior Board Services Specialist classification at salary range 472, which is 10% above Board Services Specialist II. Reclassify Tracy Damico to Senior Board Services Specialist in accordance with the County’s rules, policies, and resolutions.
- Retitle Administrative Support Manager of the Board of Supervisors/Clerk of the Board (salary range 480) to Board Services Manager/Clerk of the Board (salary range 502). Salary range 502 is 15% above the proposed salary range for Senior Board Services Specialist and is an 11% salary increase for the classification.
- Eliminate the Administrative Assistant/Deputy Clerk of the Board I level/classification.

FINANCIAL IMPACT:

Expenditures (1100, 101)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	24,289.55	28,418.97
Total Expenditures	24,289.55	28,418.97
Funding Sources (1100, 101)	FY23-24 Projected*	FY24-25 Projected*
General Fund	24,289.55	28,418.97
Total Funding Sources	24,289.55	28,418.97

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Salary and benefit expenditures related to the reclassification of personnel in the Board of Supervisors (BOS) department is projected to cost an additional \$24,289.55 for salary and benefits in FY 2023-24. Given the Board direction that personnel actions must be net neutral, these expenditures will be accommodated through salary savings related to the retirement of a long-term employee that was not anticipated in the adopted budget in Fund 1100, Budget Unit 101 - Board of Supervisors for fiscal year (FY) 2023-24. The position being vacated through retirement will be held vacant for a minimum of 2

months in order to provide sufficient salary and benefit savings estimated at \$27,596.

The FY 2024-25 salary and benefit expenditure increases related to the reclassification of personnel in the BOS department, are projected at \$28,418.97 and will be accommodated through salary and benefit savings related to filling of the previously referenced position at a lower pay step. In consideration of presumably the highest-cost scenario in which the position and future positions are filled internally, and therefore at higher steps than the lowest step of 1A, the salary and benefit savings is estimated to be at minimum \$39,839, sufficient to be a net neutral action for FY 2024-25.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Administrative Assistant/Deputy Clerk of the Board I/II/III	1011115C01, 1011115C02, 1011115C03	412/432/452	0	3
Senior Board Services Specialist	1011211-01	472	1	0
Board Services Specialist I/II	1011210B01, 1011210B02	432/452	2	0

Narrative Explanation of Staffing Impact:

The allocations of one Administrative Support Manager/Clerk of the Board and three Administrative Assistant/Deputy Clerk of the Board I/II/III are being abolished and reallocated as one Board Services Manager/Clerk of the Board, one Senior Board Services Specialist, and two Board Services Specialist I/II.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of managing our resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocation modifications for the Board of Supervisors and revisions to the Comprehensive Compensation Schedule and Classification Summary.

ATTACHMENTS:

- Attachment 1: Resolution No _____ amending the January 1, 2022 - December 31, 2024, Compensation Plan for Designated Management and Confidential Employees
- Attachment 3: 2023-09-17 Comprehensive Compensation Schedule and Classification Summary.
- Attachment 3: Job Specification for Board Services Specialist I/II.
- Attachment 4: Job Specification for Senior Board Services Specialist.
- Attachment 5: Job Specification for Board Services Manager/Clerk of the Board.

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PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: 03/21/2023
File No.: 22-19