



# COUNTY OF HUMBOLDT

For the meeting of: 1/9/2024

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File #: 24-17

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Adopt the Resolution Approving the County Classification Policy

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the resolution (Attachment 1) approving the Classification Policy.

**SOURCE OF FUNDING:**

All county funds.

**DISCUSSION:**

A well-defined classification system is the foundation on which an organization manages its most important resources - people. To this end, the Human Resources Department has developed a Classification Policy to achieve many aspects of its human resources management goals. This Classification Policy serves as the official guidelines and policies for County of Humboldt's classification system.

Sound classification systems and policies include current, complete, and accurate classification specifications, a classification hierarchy, definitions of classification levels, important allocation factors, supervisory/reporting relationships, supervisory types and definitions, classification/position study procedures, career ladders, and all policies that relate to county job classifications.

Further, the purpose of classification of positions is to (1) classify positions according to their common characteristics of kind of work, level of difficulty, degree of responsibility, qualification requirements, and other factors outlined later in this policy; and (2) begin the initial formulation of policies and procedures, development of occupational structures and preparation of classification standards, evaluation guides, and other reference materials concerning classification work processes. The paramount qualification requirements of positions included in this policy are the knowledge, skills, and abilities in position analysis and evaluation to determine the appropriate pay scale, occupational grouping and job families, title, and functional level (or difficulty level) of positions.

While this policy does not directly address the county's compensation schedule, for salary administration, the policy serves as the foundation of the county's compensation philosophy and approach for administering the various policies and procedures for ensuring that actions related to pay are fair, equitable, and consistent.

A classification policy is the foundation for almost all other human resources functions. It is the basis for hiring, legal compliance, and performance management, including coaching and mentoring, workforce planning, compensation, employee relations, promotions, transfers, and training and development.

FINANCIAL IMPACT:

**Narrative Explanation of Financial Impact:**

There is no financial impact associated to the adopting of the Classification Policy other than staff time to create the policy and prepare the item for your Board's review.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

There is no staffing impact with the adoption of this policy. However, the adoption of this policy will streamline future classification reviews which can potentially impact all staff.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the policy. However, this would not be recommended as the Human Resources Department needs a Classification Policy in place to use to ensure appropriate classifications are being used for all county employees.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_
2. Classification Policy
3. Classification and Allocation Request Form
4. Blank PDQ for Filled Position
5. Blank PDQ for New or Vacant Position

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A.

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