



COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

File #: 24-190

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adoption of New Job Classifications and Compensation Schedule and Classification Summary

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new job classification of Child and Family Administrative Manager (classification # 1801, salary range 502) into the classification plan effective the pay period following board approval;
2. Adopt the new job classification of Child and Family Support Program Manager (classification #1802, salary range 502) into the classification plan effective the pay period following board approval;
3. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024, Compensation Plan for Designated Management and Confidential Employees; and
4. Adopt the Comprehensive Compensation Schedule and Classification Summary effective March 3, 2024 (Attachment 2).

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The County of Humboldt Human Resources Department, along with the Children and Families Commission, conducted a classification review of the First 5 organizational structure and make the following recommendations:

- Adopt the new classification of Child and Family Administrative Manager at salary range 502.
- Adopt the new classification of Child and Family Support Program Manager at salary range 502.

The Children and Families Commission is an outside agency with a contract with the County for services, including the facilitation of Human Resources functions. Therefore, the purpose of this request to your board is to adopt these new management classifications into the County classification system so the County can continue to facilitate Human Resources functions for the Commission.

FINANCIAL IMPACT:

Expenditures (Salaries & Employee Benefits)	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	0	0	0
Total Expenditures	0	0	0
Funding Sources (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected*	FY24-25 Projected*
	0	0	0
Total Funding Sources	0	0	0

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

Narrative Explanation of Financial Impact:

There is no financial impact for the county in adopting these classifications.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The Children and Family Commission is responsible for their own staffing allocations, so there is no staffing impact related to the county.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of investing in county employees.

OTHER AGENCY INVOLVEMENT:

Children and Families Commission.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for these new classifications and revisions to the Comprehensive Compensation Schedule and Classification Summary, but it is not recommended as the County has an obligation to meet its contractual agreement with the Children and Families Commission.

ATTACHMENTS:

- Attachment 1: Resolution No _____ amending the Jan. 1, 2022 - Dec. 31, 2024, Compensation Plan for Designated Management and Confidential Employees
- Attachment 3: 2024-03-03 Comprehensive Compensation Schedule and Classification Summary.
- Attachment 3: Job Specification for Child and Family Administrative Manager.
- Attachment 4: Job Specification for Child and Family Support Program Manager.

PREVIOUS ACTION/REFERRAL:

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