



# COUNTY OF HUMBOLDT

For the meeting of: 4/23/2024

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File #: 24-719

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Adoption of New and Amended Job Classifications and Specifications

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the job classification of Senior Administrative Analyst (class 1626, salary range 459 bargaining unit 001) into the classification plan effective the first full pay period following Board adoption;
2. Adopt the job specification (Attachment 1) for Senior Administrative Analyst (class 1626, salary range 459, bargaining unit 001) effective the first full pay period following Board adoption;
3. Adopt the classification of Senior Administrative Analyst (class 1606, salary range, 509, bargaining unit 009) into the classification system effective the first full pay period following Board adoption;
4. Abolish the Senior Administrative Analyst/Senior Administrative Analyst Trainee classification (class 0605C/0605U, salary range, 509/427, bargaining unit 009) from the classification system effective the first full pay period following Board adoption;
5. Adopt the job specification of Senior Administrative Analyst (class 1606 bargaining unit 009) (Attachment 1) effective the first full pay period following Board adoption;
6. Reallocate the position of Senior Administrative Analyst (class 0605C, position 01) in budget 381, to Senior Administrative Analyst (class 1606, position 01) in budget unit 381;
7. Transfer Catherine Canepa, in budget unit 381, from Senior Administrative Analyst (class 0605C, salary range 509, position 01) to Senior Administrative Analyst (1606, salary range 509, position 01) effective the first full pay period following Board adoption;
8. Adopt the amended Comprehensive Compensation Schedule (Attachment 2) effective April 28, 2024; and
9. Adopt the resolution (Attachment 3) approving the amendments to the M&C Comp Plan and the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1684

effective April 28, 2024.

**SOURCE OF FUNDING:**

General Fund, Aviation Fund

**DISCUSSION:**

The Human Resources department is endeavoring to correct errors in the county’s classification system and compensation schedule. During staff’s review, Human Resources determined that the Senior Administrative Analyst/Senior Administrative Analyst Trainee (M/C) had classification numbers that were formatted in a way that was inconsistent with the county classification system and therefor caused confusion. During this review, the job specification was also reviewed and updated to accurately define the position. This included removing the Trainee level of the classification as having this level is unnecessary as incumbents would gain experience in either the Administrative Analyst I/II classification or possess equivalent experience. This update to this classification, already adopted in bargaining unit 009, would not change the compensation or allocations that currently exist for this classification.

In addition to making these changes, Human Resources is proposing also adopting this job classification as an AFSCME classification to create a path for advancement for incumbents in the Administrative Analyst I/II classification currently adopted in bargaining unit 001. Human Resources proposed placing the new classification of Senior Administrative Analyst (bargaining unit 001) in salary range 459 to mirror the Staff Services Analyst III (MSS) currently adopted in the county classification structure. Essentially, adopting this new classification would create a county equivalent to the Staff Services Analyst family to serve the needs of departments and allow incumbents of the Administrative Analyst series to advance to a similar level of the Staff Services Analyst III (MSS). As there are no allocations for this position yet, adopting this specification will not impact the county general fund or modify any existing allocations.

**FINANCIAL IMPACT:**

<b>Expenditures (1100)</b>	<b>FY23-24</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	0	0	0
Additional Appropriation Requested	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**Narrative Explanation of Financial Impact:**

This item will not have a financial impact on the county, as it only adopts a new classification into our structure and modifies an existing classification. When departments allocate this new classification they will define the financial impact of that allocation in their Board of Supervisors item.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
N/A	N/A	N/A	N/A	N/A

**Narrative Explanation of Staffing Impact:**

This item will not impact county staffing levels or current allocations. The impact to the incumbents of the Senior Administrative Analyst (M/C) is that their job classification has been updated, however this will not change their compensation or allocations. When departments seek to allocate either the Senior Administrative Analyst (M/C) or the newly adopted AFSCME version of the classification, the financial impact and staffing impacts will be defined on their Board of Supervisors items.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Support business, workforce development and creation of private-sector jobs

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

AFSCME Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt this job classification. This is not recommended, as not doing so will prevent Human Resources from correcting our classification structure and Compensation Schedule and will likely cause future confusion. Additionally, not adopting this classification in AFSCME will cause an imbalance in the career opportunities between the Staff Services Analyst and Administrative Analyst career families.

ATTACHMENTS:

1. Senior Administrative Analyst Job Speciation Classification
2. Compensation Schedule dated 04-28-2024
3. Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A