



COUNTY OF HUMBOLDT

For the meeting of: 12/13/2022

File #: 22-1614

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Reallocation of the 1.0 Full Time Equivalent (FTE) Legal Office Services Manager (M/C) to a 1.0 FTE Administrative Services Officer (M/C) and Reclassification of the Incumbent Employee

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 FTE Legal Office Services Manager (Salary Range 453, Class # 0143, Position 01) in Fund 1100, Budget Unit (BU) 235, currently occupied by Lauren Lund, to a 1.0 Administrative Services Officer (Salary Range 453, Class # 0776, Position 03), and reclassify Ms. Lund accordingly, effective the first full pay period following Board adoption.

SOURCE OF FUNDING:

General Fund 1100-235

DISCUSSION:

At the request of the Probation Department, Human Resources initiated a classification review for the Legal Office Services Manager position currently occupied by incumbent Lauren Lund. The review was undertaken to determine if Ms. Lund's position was appropriately classified based on the employees' current duties and responsibilities.

Ms. Lund's duties include coordinating legal activities and services with those of other divisions, County departments and outside agencies to meet the needs, goals, and objectives of the Probation Department, serving as the Probation Department's liaison to Information Technology (I.T.) and Human Resources, including the planning and implementation of all I.T. projects in the Probation Department and processing all employee personnel transactions/changes for the Probation Department, serving as the Agency CLETS Coordinator for the Probation Department, serving as the department's point of contact for the Department of Justice (DOJ), serving as the Probation Department's custodian of records, and supervising legal office support staff.

Human Resources concluded it is evident that the incumbent is performing duties beyond the scope of their current classification as it is currently written and that the classification specification for Legal

Office Services Manager no longer adequately reflects the current duties and responsibilities of the position. After careful consideration, Human Resources recommends that the County reallocate the position to Administrative Services Officer and reclassify the incumbent accordingly.

FINANCIAL IMPACT:

The Legal Office Services Manager (M/C) step E salary and benefits is estimated at approximately \$130,157.00 in fiscal year 2022/23. The Administrative Services Officer (M/C) step E salary and benefits is also estimated at \$130,157.00 for fiscal year 2022/23. Both classifications have the same salary range and as a result, there is no net financial impact resulting from this reclassification.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to adopt this reclassification, however, this is not recommended.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: .

Meeting of: .

File No.: .