



# COUNTY OF HUMBOLDT

For the meeting of: 12/12/2023

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File #: 23-1538

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Adopt Resolutions for Bargaining Units 1 - 11 to Implement 2024 Cost of Living Adjustments (COLAs) Effective December 24, 2023

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the implementation of the 2.5% cost-of-living adjustments (COLAs) scheduled for first full pay period in January 2024, early effective the pay period beginning Dec. 24, 2023, for all classifications represented by AFSCME Local 1684 Units 1-4;
2. Approve the implementation of the 3% cost-of-living adjustments (COLAs) scheduled for first full pay period in January 2024, early effective the pay period beginning Dec. 24, 2023, for all classifications in the following bargaining units:
  - County Attorneys Association (CAA) Unit 5
  - Humboldt Deputy Sheriff Organization (HDSO) Unit 6
  - Law Enforcement Management Unit 7
  - Management & Confidential Units 8 - 9
  - Appointed Department Heads Unit 10
  - Elected Department Heads Unit 11;
3. Approve the salary range correction for Laboratory Technician I (classification #0571A), from salary range 319 to salary range 344, effective the pay period beginning December 24, 2023;
4. Approve the salary increase correction for Laboratory Technician II (classification #0571B), from salary range 360 to salary range 364, effective the pay period beginning December 24, 2023;
5. Approve a step advancement, from Step 1A to Step A, and reset salary advancement step hours for their next salary advancement effective the pay period beginning December 24, 2023, to all employees who are Step 1A in the following classifications represented by AFSCME Local 1684 Units 1-4:
  - Laboratory Technician I (37.5) (classification # 0571A)

- Legal Office Assistant I (37.5) (classification # 0153A)
  - Library Assistant I (classification # 0157A)
  - Library Shipping Clerk (classification # 0156)
  - Medical Office Assistant I (37.5) (classification # 0570A)
  - Recordable Documents Examiner I (37.5) (classification # 0155A)
  - Animal Shelter and Care Attendant I (classification # 0440A)
  - Assessment Technician I (classification # 0172A);
  - Child Care Worker (classification # 1732)
  - Child Support Assistant I (MSS) (classification # 0366A)
  - Custodian (classification # 0276)
  - Election Worker (classification # 0191)
  - Election Worker - Rover (classification # 0192)
  - Fiscal Assistant I (classification # 0177A)
  - Laborer (classification # 0266)
  - Legal Clerk I (classification # 0351A)
  - Legal Office Assistant I (classification # 0178A)
  - Mail Services Driver (classification # 0162)
  - Medical Clinic Assistant I (classification # 0513A)
  - Medical Office Assistant I (classification # 0574A)
  - Mental Health Cook's Aide (classification # 0435)
  - Office Assistant I (classification # 0179A)
  - Parent Partner I (classification # 0578A)
  - Peer Coach I (classification # 0576A)
  - Recordable Documents Examiner I (classification # 0155A)
  - Services Support Assistant I (classification # 1137A)
  - Stock Clerk (classification # 1733)
  - Student Professional Worker (classification # 0673)
  - Vocational Trainee (classification # 0742)
  - Building Maintenance Custodian (classification # 0268)
  - Park Caretaker I (classification # 0272A);
6. Adopt Resolution No. \_\_\_\_\_ (Attachment 1) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1864 for Units 1-4;
  7. Adopt Resolution No. \_\_\_\_\_ (Attachment 2) approving the amendment to the Memorandum of Understanding (MOU) between the County of Humboldt and County Attorneys Association (CAA) for Unit 5;
  8. Adopt Resolution No. \_\_\_\_\_ (Attachment 3) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization (HDSO) for Unit 6;
  9. Adopt Resolution No. \_\_\_\_\_ (Attachment 4) approving the amendments to the Memorandum of Understanding (MOU) between the County of Humboldt and Law

Enforcement Management (LEM) for Unit 7;

10. Adopt Resolution No. \_\_\_\_\_ (Attachment 5) approving the amendment to the Compensation Plan between the County of Humboldt and designated Management & Confidential Employees for Units 8 & 9;
11. Adopt Resolution No. \_\_\_\_\_ (Attachment 6) approving the amendment to the Compensation Plan between the County of Humboldt and designated Elected & Appointed Department Heads for Units 10 & 11; and
12. Adopt the Dec. 24, 2023, Comprehensive Compensation Schedule and Classification Summary (Attachment 7).

SOURCE OF FUNDING:

Various County Funds

DISCUSSION:

Effective Jan. 1, 2024, the California state minimum wage will increase from \$15.50 per hour to \$16 per hour. This increase will impact approximately 34 classifications in the county's classification plan. To comply with 2024 minimum wage and the negotiated COLAs, the Human Resources Department recommends moving the effective date for the COLAs up from the first pay period of January to Dec. 24, 2023, as this is the first day of the pay period that encompasses Jan. 1, 2024. This implementation would ensure compliance with the 2024 increase to California minimum wage to \$16 per hour.

Additionally, to ensure employees who make less than \$16 per hour see a COLA, we are recommending providing a step increase from Step 1A to Step A for the following classifications represented by AFSCME Local 1684 Units 1-4, effective December 24, 2023:

- Laboratory Technician I (37.5) (classification # 0571A)
- Legal Office Assistant I (37.5) (classification # 0153A)
- Library Assistant I (classification # 0157A)
- Library Shipping Clerk (classification # 0156)
- Medical Office Assistant I (37.5) (classification # 0570A)
- Recordable Documents Examiner I (37.5) (classification # 0155A)
- Animal Shelter and Care Attendant I (classification # 0440A)
- Assessment Technician I (classification # 0172A)
- Child Care Worker (classification # 1732)
- Child Support Assistant I (MSS) (classification # 0366A)
- Custodian (classification # 0276)
- Election Worker (classification # 0191)
- Election Worker - Rover (classification # 0192)
- Fiscal Assistant I (classification # 0177A)
- Laborer (classification # 0266)
- Legal Clerk I (classification # 0351A)
- Legal Office Assistant I (classification # 0178A)
- Mail Services Driver (classification # 0162)

- Medical Clinic Assistant I (classification # 0513A)
- Medical Office Assistant I (classification # 0574A)
- Mental Health Cook's Aide (classification # 0435)
- Office Assistant I (classification # 0179A)
- Parent Partner I (classification # 0578A)
- Peer Coach I (classification # 0576A)
- Recordable Documents Examiner I (classification # 0155A)
- Services Support Assistant I (classification # 1137A)
- Stock Clerk (classification # 1733)
- Student Professional Worker (classification # 0673)
- Vocational Trainee (classification # 0742)
- Building Maintenance Custodian (classification # 0268)
- Park Caretaker I (classification # 0272A)

FINANCIAL IMPACT:

**Recommendations 1 and 2:**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>
Budgeted Expenses	\$257,648
<b>Total Expenditures</b>	<b>\$257,648</b>
<b>Funding Sources</b>	<b>FY23-24 Adopted</b>
General Fund	\$101,154
Other Funds	\$156,494
<b>Total Funding Sources</b>	<b>\$257,648</b>

**Recommendations 3-5:**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>
Budgeted Expenses	\$44,397
<b>Total Expenditures</b>	<b>\$44,397</b>
<b>Funding Sources</b>	<b>FY23-24 Adopted</b>
General Fund	\$11,310
Other Funds	\$33,087
<b>Total Funding Sources</b>	<b>\$44,397</b>

**Narrative Explanation of Financial Impact:**

The 2.5% COLA for bargaining units 1-4 and the 3% COLA for bargaining units 5-11 was anticipated in the county budget. The estimated cost to move these COLAs up by one pay period (recommendations 1 and 2) is estimated to be \$257,648 across all funds, of which \$101,154 is in the General Fund.

It is estimated that as of Nov. 15, 55 positions across county funds will be impacted by

recommendations 3-5 to bring the listed classifications of staff at the 1A step up to A step to be in compliance with the increase in minimum wage. The estimated cost is estimated to be \$44,397 across all funds, of which \$11,310 is in the General Fund.

Departments will bring supplemental budgets to your Board at a later date should they be necessary for these additional costs.

STAFFING IMPACT:

N/A

**Narrative Explanation of Staffing Impact:**

N/A

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 implement the 2024 COLAs as recommended. However, this is not recommended, as the County would be out of compliance with 2024 California minimum wage requirements and would not be out of compliance with implementing 2024 COLAs in compliance with applicable MOUs and Compensation Plans for Units 1 - 11.

ATTACHMENTS:

1. Resolution No. \_\_\_\_\_ (AFSCME)
2. Resolution No. \_\_\_\_\_ (CAA)
3. Resolution No. \_\_\_\_\_ (HDSO)
4. Resolution No. \_\_\_\_\_ (LEM)
5. Resolution No. \_\_\_\_\_ (M&C)
6. Resolution No. \_\_\_\_\_ (Elected & Appointed Department Heads)
7. Comprehensive Compensation Schedule and Classification Summary effective December 24, 2023

PREVIOUS ACTION/REFERRAL:

Meeting of: January 4, 2022; March 1, 2022; December 14, 2021; October 25, 2022  
File No.: 22-19; 22-247; 22-248; 21-1825; 22-1397; 22-1398