



COUNTY OF HUMBOLDT

For the meeting of: 12/13/2022

File #: 22-1549

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Reallocation of (1) 1.0 Full Time Equivalent (FTE) Staff Services Manager to (1) 1.0 FTE Program Manager II.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of the Staff Services Manager (job class 0395, salary range 480, 1.0 FTE, position 01, bargaining unit 008) in, budget unit (BU)516, occupied by Vonnie Fierro, to a Program Manager II (salary range 533, job class 0750, salary range 533, FTE 1.0, position to be determined, bargaining unit 008) in BU 516: (Attachment #1) effective the first full pay period following Board adoption.

SOURCE OF FUNDING:

Department of Health and Human Services (DHHS) 1160

DISCUSSION:

The Human Resources Department conducted a classification review of the following classification: Staff Services Manager, which is currently occupied by Vonnie Fierro

The review was undertaken to thoroughly evaluate the appropriateness of this classification and the duties performed by the incumbent. The Human Resources Department has reviewed the Position Description Questionnaire for Staff Services Manager as well as the organizational chart for the allocation of budget unit 516. Based upon Human Resource's review it is evident that the incumbent is now performing duties more accurately reflected in the Program Manager II.

The Human Resources Department compared the duties performed by the incumbent to those currently occupying similar classifications, in addition to organizational charts detailing the scope of supervision under Vonnie Fierro and those occupying similar classifications, and considered the future salary increases for the respective classifications put forth in the Management & Confidential Compensation

Plan. The current incumbent has oversight of multiple units, which includes the Special Projects Unit, Contract Unit, Procurement, and General Services and Facilities. The current incumbent has direct supervision over 6 staff and indirect supervision over 50 staff. In review, Human Resources noted that unlike the Program Manager I classification, the incumbent has oversight over multiple service types and units, which is reflected in the Program Manager II classification. After careful consideration of the data, The Human Resources Department has recommended that the County: Approve the reallocation of (1) 1.0 FTE Staff Services Manager, occupied by Vonnie Fierro, to (1) 1.0 FTE Program Manager II.

FINANCIAL IMPACT:

The reclassification of the position of Staff Services Manager to Program Manager II for the remainder of fiscal year (FY) 2022-23 is calculated to cost an additional nine thousand six hundred and ninety-eight dollars (\$9,698.00) in salaries and benefits. The position resides in Fund 1160, Budget Unit 516, DHHS Administration. This reclassified position will be included in the Fiscal Year 2023-24 Budget and successive budget going forward and will be funded by a combination of Social Services, Public Health, and Behavioral Health funding, including but not limited to: Realignment, Federal, State and grant funding. There are sufficient salary savings in FY 2022-23 to cover the additional expenses of the reclassification. There is no impact on the general fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services. Modernizing infrastructure and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny staff recommendation; however, this is not recommended as the incumbent would continue to carry out duties that are outside the scope of their current classification.

ATTACHMENTS:

Attachment 1 - Job Specification for the Program Manager II

Attachment 2 - Classification Review Report

PREVIOUS ACTION/REFERRAL:

Board Order No.: [Click or tap here to enter text.](#)

Meeting of: [Click or tap here to enter text.](#)

File No.: [Click or tap here to enter text.](#)