



COUNTY OF HUMBOLDT

For the meeting of: 5/16/2023

File #: 23-314

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Salary Increase and Position Allocation Modification for Planning and Building

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the revised salary range for the 37.5-hour Senior Planner classification (salary range 473, class 0630) into the Comprehensive Compensation Schedule and Classification Summary retroactively effective April 2, 2023; and
2. Abolish the 37.5-hour Senior Planner (class 0630) from the classification system effective the pay period following Board approval; and
3. Approve the deallocation of 1.0 full-time equivalent (FTE) 37.5-hour Senior Planner (class 0630) from the classification system the pay period following Board approval; and
4. Approve the allocation of one 0.9375 FTE Senior Planner (class 0660, salary range 486) into the classification system effective the pay period following Board approval; and
5. Approve the transfer of 1.0 37.5-hour Senior Planner (class 0630), currently occupied by Steven Lazar, to a 0.9375 FTE Senior Planner (class 0660) effective the pay period following Board approval; and
6. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees, the Comprehensive Compensation Schedule and Classification Summary effective April 2, 2023 (Attachment 2), and the Comprehensive Compensation Schedule and Classification Summary effective the pay period following Board approval (Attachment 3).

SOURCE OF FUNDING:

General Fund (1100), Charges for Current Services

DISCUSSION:

A Human Resources consulting agency, Municipal Resource Group (MRG), conducted a classification

and compensation review of the Permit and Planner series within the Planning and Building Department. The review was done to assess the appropriateness of the classifications within these series. The Human Resources Department has received and reviewed MRG's findings and it is evident that the current classifications are not appropriate for the duties being performed.

Based on the recommendations by MRG, the Human Resources Department submitted an agenda item dated March 21, 2023, in which Senior Planners received a salary adjustment. Due to an administrative error, the 37.5-hour classification for Senior Planner was left out of that item and therefore did not receive a salary increase. Therefore, the Human Resources Department recommends the following action be taken to remedy this error:

- Increase the salary for Senior Planner such that it is 10% above Planner II.

Therefore, to ensure that the County of Humboldt is offering appropriate compensation and accurate classifications, the Human Resources Department recommends that your board approves these recommended changes based on the research done by MRG.

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

There is no financial impact for this item that was not already addressed in the March 21, 2023 item. While this action will increase the salary for this position, Planning & Building is increasing its fees to account for the impact.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

N/A.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework priority of managing our resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for position allocation modifications for Planning and Building and revisions to the Comprehensive Compensation Schedule and Classification Summary.

This is not recommended as these changes will appropriately classify the current state of the work in Planning and Building and provide increased wages that should assist Planning and Building in recruiting and retaining qualified personnel to meet the needs of the public.

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ATTACHMENTS:

Attachment 1: Resolution No _____ Approving the Recommended Changes to the Comprehensive Compensation Schedule and Classification Summary.

Attachment 2: 2023-04-02 Comprehensive Compensation Schedule and Classification Summary.

Attachment 3: 2023-05-28 Comprehensive Compensation Schedule and Classification Summary.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: Jan. 4, 2022 and March 21, 2023

File No.: 22-12 and 23-318