



COUNTY OF HUMBOLDT

For the meeting of: 3/12/2024

File #: 24-251

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Reclassification of 1.0 Full-time Equivalent (FTE) Senior Fiscal Assistant to 1.0 FTE Fiscal Officer

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of 1.0 full-time equivalent (FTE) Senior Fiscal Assistant (class # 0124, salary range 379, position 01) in Fund 1100, Budget Unit (BU) 234, to 1.0 FTE Fiscal Officer (class # 0185, salary range 451, position 01) effective the pay period following board approval;
2. Approve the reclassification of Jill Haworth from 1.0 FTE Senior Fiscal Assistant (class # 0124, salary range 379, position 01) in Fund 1100, BU 234, to 1.0 FTE Fiscal Officer (class # 0185, salary range 451, position 01) effective the pay period following board approval

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

At the request of the Probation Department, Human Resources (HR) staff conducted a classification review of the Senior Fiscal Assistant position currently held by Jill Haworth.

This review was undertaken to thoroughly evaluate the appropriateness of this classification and the duties performed by the incumbent. HR and Probation Department staff reviewed the Position Description Questionnaire (PDQ) completed by the incumbent, as well as the organization chart for Probation Department. It is evident that the incumbent is performing duties beyond the scope of the Senior Fiscal Assistant classification.

After careful consideration of the data, HR staff recommends that the county approve the reallocation and reclassification of 1.0 FTE Senior Fiscal Assistant, occupied by Jill Haworth, to 1.0 FTE Fiscal Officer, as the classification of Fiscal Officer more accurately describes the duties currently being performed by the incumbent.

FINANCIAL IMPACT:

| <i>Expenditures (1100234)</i> | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|---|----------------|---------------------------|---------------------------|
| <i>Budgeted Expenses</i> | <u>92,525</u> | <u>104,263</u> | <u>104,263</u> |
| <i>Additional Appropriation Requested</i> | <u>0</u> | <u>0</u> | <u>0</u> |
| <i>Total Expenditures</i> | <u>92,525</u> | <u>104,263</u> | <u>104,263</u> |

*Projected amounts are estimates and are subject to change.

| Funding Sources (1100234) | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|----------------------------------|----------------|---------------------------|---------------------------|
| General Fund | <u>92,525</u> | <u>104,263</u> | <u>104,263</u> |
| State/Federal Funds | | | |
| Fees/Other | | | |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Funding Sources | <u>92,525</u> | <u>104,263</u> | <u>104,263</u> |

*Projected amounts are estimates and are subject to change.

| Expenditures (1100245) | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|---|----------------|---------------------------|---------------------------|
| Budgeted Expenses | <u>60,328</u> | <u>0</u> | <u>0</u> |
| Additional Appropriation Requested | | | |
| Total Expenditures | <u>60,328</u> | <u>0</u> | <u>0</u> |

*Projected amounts are estimates and are subject to change.

| Funding Sources (1100245) | FY23-24 | FY24-25 Projected* | FY25-26 Projected* |
|----------------------------------|----------------|---------------------------|---------------------------|
| General Fund | <u>60,328</u> | <u>0</u> | <u>0</u> |
| State/Federal Funds | | | |
| Fees/Other | | | |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Funding Sources | <u>60,328</u> | <u>0</u> | <u>0</u> |

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

One staff deallocation was made in order to keep the cost of this reclassification cost neutral. There is no net impact on the general fund.

The Probation Department will be relocating the Adult Drug Court (ADC) program to an existing Adult Probation Office location in fiscal year 2024/25. Due to this consolidation, clerical duties for this program will be able to be absorbed into the receiving office and the Legal Office Assistant I/II in Probation’s ADC budget unit, which is currently vacant, will be deallocated and a small portion of the existing general fund allocation for ADC will be repurposed to fund the increased cost in the Juvenile Hall budget unit due to this reclassification.

STAFFING IMPACT:

| Position Title | Position Control Number | Monthly Salary Range (1A-E Step) | Additions (Number) | Deletions (Number) |
|------------------------------------|--------------------------------|---|---------------------------|---------------------------|
| <i>Fiscal Officer</i> | 2340185-01 | 1A | 1.0 | 0.0 |
| <i>Senior Fiscal Assistant</i> | 2340124-01 | E | 0.0 | 1.0 |
| <i>Legal Office Assistant I/II</i> | 2450178A-01 | A | 0.0 | 1.0 |

Narrative Explanation of Staffing Impact:

The incumbent Jill Haworth will be reclassified from Senior Fiscal Assistant to Fiscal Officer and as a result, there will be a 1.0 FTE Fiscal Officer allocation, the previously held position of Senior Fiscal Assistant (1.0 FTE) will be deallocated as Fiscal Officer will take its place, and the department is deallocating a 1.0 FTE position in the Adult Drug Court budget unit and repurposing a small portion

File #: 24-251

of the general fund allocation to fund this reclass.

STRATEGIC FRAMEWORK:

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

Core Roles: Enforce laws and regulations to protect residents

New Initiatives: Manage our resources to ensure sustainability of services

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

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could deny this request to reallocate the Senior Fiscal Assistant position and reclassify the incumbent employee, however this is not recommended as the employee would be working outside the scope of their current classification.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A