



COUNTY OF HUMBOLDT

HUMAN RESOURCES

825 5th Street, Eureka, CA 95501-1153
Personnel Services (Suite 100) Main Line: (707) 476-2349
Risk Management Services (Suite 131) Main Line: (707) 268-3669
DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

Zachary O'Hanen, Director

February 29, 2024

Attn: William Honsal, Elected Humboldt County Sheriff

Subject: Sheriff's Office Board Agenda Item Requesting an Advanced Step Increase

I am writing this letter in support of your requested action based upon factors both in and outside the control of current Human Resources personnel, the Sheriff's Office, and the impacted employee.

The Sheriff's Office is making a request to bring the impacted employee to Step B of the salary range for the job classification of Deputy Coroner-Public Administrator based upon the prior work-related experience that the employee brings to the Sheriff's Office. This request is consistent with other requests of a similar nature that have been approved in the past. If this factor was not present, Human Resources would not be in support of this item.

In addition to the information outlined above, there is another factor that had an impact on this request. It was recently determined that the Deputy Coroner-Public Administrator classification was inaccurately identified as a 37.5-hour classification rather than a 40-hour classification on the county's Compensation Schedule and showed an erroneous wage scale. Research uncovered that this error had been in place since roughly 2007. Incumbents over that timeframe have been paid correctly as 40-hour employees at the correct wage rate; however, a promotional offer of employment was extended to this employee based upon the erroneous Compensation Schedule, which has since been corrected, and the employee accepted the position based upon that erroneous information. Based upon that corrected Compensation Schedule, the employee had their promotional step placement processed correctly by Human Resources, which resulted in a step placement at a lower wage than the employee expected.

In accordance with applicable Memorandums of Understanding and the Humboldt County Salary Resolution, it is at the discretion of any department head to determine when a request such as this is in the best interest of the county and their department. The Sheriff has determined that this is the case in this circumstance. Human Resources' support of this item is based upon the employee possessing the requisite work-related experience to be considered for a higher step placement and the Sheriff's determination that it is in the best interest of his office and the county.



COUNTY OF HUMBOLDT

HUMAN RESOURCES

825 5th Street, Eureka, CA 95501-1153

Personnel Services (Suite 100) Main Line: (707) 476-2349

Risk Management Services (Suite 131) Main Line: (707) 268-3669

DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

Respectfully Submitted,

Zachary O'Hanen
Director of Human Resources