COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1072

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Adopt New Job Classification and Adopt Modifications to the Compensation Schedule

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve the revised salary range for Construction Projects Manager (class # 0206, salary range 508, bargaining unit 004) from salary range 508 to salary range 529 effective 07/21/2024; and
2. Adopt the job classification of Construction Project Coordinator I/II (class # 0664 A/B, salary range 421 / 445, bargaining unit 001) (Attachment #1) into the classification plan effective 07/21/2024; and
3. Adopt the amended Compensation Schedule (Attachment #2) effective 07/21/2024; and
4. Adopt Resolution No. _____ (Attachment #3) approving the amendments to the 2022 - 2024 Memorandum of Understanding Between the County of Humboldt and the American Federation of State, County, and Municipal Employees (AFSCME) Local 1684 effective 07/21/2024.

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:
Human Resources consulted with Municipal Resources Group (MRG), a human resource consulting agency, to determine an appropriate salary range for the Construction Projects Manager classification based on the knowledge, skills, and abilities required for the position as well as its scope of authority. Also taken into consideration were salary differentials and internal alignment within our current classification and compensation structure.

After careful consideration of the data, and to ensure that the County of Humboldt is offering appropriate pay and investing in County employees, the HR Department recommends implementing an increase to the salary range for Construction Projects Manager to reflect the same salary range as other Project Manager classifications within the county.

Additionally, HR recommends adopting the new job classification of Construction Project Coordinator I/II. This classification will primarily be engaged on smaller, less complex capital projects. Currently, construction Project Managers are responsible for this work in addition to large projects, creating inefficiency and impeding progress on important major projects. The new Construction Project Coordinator I/II will also assist construction Project Managers in the management of larger projects, improving staff efficiency and helping to build strong project management team structures within the county.

SOURCE OF FUNDING:
General Fund 1100 162

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
Through the Department of Public Works Facilities Maintenance reorganization strategy, the department plans to come back to your Board at a later date to deallocate a funded vacant position making this request cost neutral to budget unit 1100162.

STAFFING IMPACT:
Narrative Explanation of Staffing Impact:
This item will not impact county staffing levels or current allocations.

OTHER AGENCY INVOLVEMENT:
Municipal Resources Group (MRG)
American Federation of State and Federal Employees (AFSCME) Local 1684

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may choose not to adopt the Construction Project Coordinator I/II job classification or increase the salary range for the Construction Projects Manager classification.

ATTACHMENTS:
1. Construction Project Coordinator I/II job specification
2. Compensation Schedule dated 07/21/2024
3. Resolution No. _____

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A