COUNTY OF HUMBOLDT

For the meeting of: 8/13/2024

File #: 24-259

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Position Allocation Modification for the Library

RECOMMENDATION(S):
That the Board of Supervisors:

1. Modify the 37.5-hour Bookmobile Library Assistant (class 0112, salary range 369) to a 40-hour Bookmobile Library Assistant (class 0112, salary range 382) in the classification system effective the pay period following Board approval;
2. Modify the 37.5-hour Library Shipping Clerk (class 0156, salary range 325) to a 40-hour Library Shipping Clerk (class 0156, salary range 338) in the classification system effective the pay period following Board approval;
3. Modify the 37.5-hour Library Assistant I (class 0157A, salary range 325) to the 40-hour Library Assistant I (class 0157A, salary range 338) classification system effective the pay period following Board approval;
4. Modify the 37.5-hour Library Assistant II (class 0157B, salary range 335) to the 40-hour Library Assistant II (class 0157B, salary range 348) in the classification system effective the pay period following Board approval;
5. Abolish the 37.5-hour Program Coordinator (class 0436, salary range 438) in the classification system effective the pay period following Board approval;
6. Reallocate 1.0 FTE 37.5-hour Program Coordinator (class 0436, salary range 438) to 1.0 FTE 40-hour Program Coordinator (class 1425, salary range 451) the pay period following Board approval;
7. Approve the transfer of 1.0 FTE 37.5-hour Program Coordinator (class 0436, salary range 438), currently occupied by Kevin Johnson, to a 1.0 FTE 40-hour Program Coordinator (class 1425, salary range 451) effective the pay period following Board approval;
8. Modify the 37.5-hour Senior Library Assistant (class 0657, salary range 364) to the 40-hour Senior Library Assistant (class 0657, salary range 377) in the classification system effective the pay period following Board approval;
9. Increase the 0.7 FTE 37.5-hour Senior Library Assistant (class 0657, salary range 364) to a 1.0 FTE 40-hour Senior Library Assistant (class 0657, salary range 377) the pay period following Board approval;
10. Modify the 37.5-hour Librarian I (class 0653A, salary range 374) to the 40-hour Librarian I (class 0653A, salary range 387) in the classification system effective the pay period following Board approval;
11. Modify the 37.5-hour Librarian II (class 0653B, salary range 401) to the 40-hour Librarian II (class 0653B, salary range 414) in the classification system effective the pay period following Board approval;
12. Allocate 1.0 full time equivalent (FTE) Librarian I/II position (class 0653A/B, salary range 387/414) in BU 621, fund 1500 effective the pay period following Board approval;
13. Modify the 37.5-hour Supervising Librarian (class 0658, salary range 443) to the 40-hour Supervising Librarian (class 0658, salary range 456) in the classification system effective the pay period following Board approval;
14. Adopt the resolution (Attachment 1) approving the amendment 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;

15. Deallocate 1.0 FTE Library Division Manager position (class 0652, salary range 502) in BU 621, fund 1500 effective the pay period following Board approval;
16. Adopt the Amended Compensation Schedule effective July 21, 2024; and
17. Adopt the Compensation Schedule effective Aug. 18, 2024.

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

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:
The Humboldt County Library strives to support a well-trained workforce and enhance employee recruitment and retention. One of the department's barriers is the 37.5-hour work week, a strategy employed to decrease personnel costs in the 1970s. As there is no need to retain 37.5-hour classifications in the county classification system as employees may request voluntary reduced FTEs, the Human Resources department's ongoing goal is to phase out all 37.5-hour classifications. The proposed recommendations would revise an additional 28 of the county's remaining positions in 37.5-hour classifications to 40-hour positions of the same classifications.

The 40-hour work week would provide Library personnel with more capacity to serve the public, implement programs, participate in outreach and manage projects. It would also allow Library staff to be less reliant on extra-help staff to cover and assist with desk shifts and completing tasks and projects. An increased work week would benefit employees through an increase in gross pay and flexibility to better manage workloads. Currently, only Management and Confidential employees at the Library work 40-hour work weeks. Transitioning to a department-wide 40-hour work week would create opportunity for the department to work with more synchronicity to better manage and deliver public services.

Employees currently in any of these effected positions may individually choose to opt in or out of the increased work week. Though, moving forward, Library administration would recruit new hires for a 40-hour work week. Should an employee opt-in to a 40-hour work week, 8-hour workdays would come with 8 hours of pay, which typically amounts to a 5% salary increase. For any employee who elects to retain their 37.5-hour work week, workdays would remain status quo, 7.5 workdays would come with 7.5 hours of pay.

Examples of work hours for 8-hour workday within current schedule:

- Day shift: 8 AM to 5 PM, with 1-hour unpaid lunch; two 15-minute paid breaks
- Day shift: 7 AM to 4 PM, with 1-hour unpaid lunch; two 15-minute paid breaks
- Evening shift: 11:00 AM - 8 PM, with 1-hour unpaid lunch; two 15-minute paid breaks
- Evening shift: 12:00 PM - 9 PM, with 1-hour unpaid lunch; two 15-minute paid breaks

This board item was intended to come before the Board of Supervisors at the July 23, 2024, Board

Meeting; however, it was unable to be placed on the agenda in time. At the July 23, 2024, Board Meeting the Board of Supervisors adopted a compensation schedule, attached to a separate board item, reflecting the Library's position changes before your board today. Due to timing, the changes outlined in this item could not be removed from that compensation schedule.

Considering the revised timeline for adoption of the Library's position allocation modifications the Human Resources Department recommends approving an amended Compensation Schedule effective July 21, 2024 to revert those changes to their former state and to adopt a Compensation Schedule effective Aug. 18, 2024 to effectuate the changes outlined in this item moving forward. Approving the adoption of these two compensation schedules in this way will ensure that the employees in the effected classifications will have their compensation properly reported to the California Public Employees' Retirement System (CalPERS) for the period of July 21, 2024 through Aug. 17, 2024 and effectuate the change of these classifications from a 37.5-hour weekly schedule to a 40-hour weekly schedule prospectively. This will allow the Library to logistically implement these changes in an effective manner moving forward.

Also included in this item are the allocation of 1.0 FTE Librarian I/II position (class 0653A/B, salary range 387/414) and deallocation of 1.0 FTE Library Division Manager position (class 0652, salary range 502). These two proposed position changes will correct the position allocations of the department to fiscal year (FY) 2023-24 levels, reversing the allocation changes approved through the FY 2024-25 budget adoption process due to clerical oversight.

SOURCE OF FUNDING:
Library Fund (1500621)

FINANCIAL IMPACT:

Expenditures (1500621)	**FY24-25**	**FY25-26 Projected***
Budgeted Expenses	$2,220,880	$2,286,819
Total Expenditures	**$2,220,880**	**$2,286,819**

**Projected amounts are estimates and are subject to change.*

Funding Sources (1500621)	**FY24-25**	**FY25-26 Projected***
State/Federal Funds	$2,220,880	$2,286,819
Total Funding Sources	**$2,220,880**	**$2,286,819**

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
The annual cost increase for moving from a 37.5-hour work week to a 40-hour work week will be approximately $86,640 annually. The additional costs associated with these position changes have been included in the FY 2024-25 adopted budget in fund 1500, budget 621- County Library.

The increased salary costs will be paid with the Library's share of property tax revenue. Increased property values in the county have resulted in an increase of property tax revenue collected. The annual trend analysis from the Humboldt County Assessor shows robust annual increases in revenue from 1993- 2022, making a strong case for this adjustment. (Attachment 2- SECURED

ASSESSMENT ROLE HISTORY).

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Book Mobile Library Assistant (37.5)	621-0112-01	$20.28 - $26.02		1
Book Mobile Library Assistant	621-0112-01	$20.28 - $26.03	1	
Library Shipping Clerk (37.5)	621-0156-02	$16.28 - $20.89		1
Library Shipping Clerk	621-0156-02	$26.29 - $20.90	1	
Library Assistant I/II (37.5)	621-0157A/B-16, *621-0157A/B-12*,* 621-0157A/B-08, 621-0157A/B-02, 621-0157A/B-06, 621-0157A/B-15	$16.28 - $21.96		5
Library Assistant I/II	621-0157A/B-16, *621-0157A/B-12*,* 621-0157A/B-08, 621-0157A/B-02, 621-0157A/B-06, 621-0157A/B-15	$16.29 - $21.97	6	
Library Division Manager	N/A*	$36.90-$47.35		1
Program Coordinator (37.5)	621-0436-01	$28.61 - $36.71		1
Program Coordinator	621-1425-TBA	$28.61 - $36.72	1	
Senior Library Assistant (37.5)	621-0657-04, 621-0657-02, 621-0657-12, 621-0657-07, 621-0657-09, 621-0657-05, 621-0657-08, 621-0657-01, 621-0657-10, 621-0657-06, 621-0657-03, 621-0657-13, 621-0657-11	$19.78 - $25.38		13
Senior Library Assistant	621-0657-04, 621-0657-02, 621-0657-12, 621-0657-07, 621-0657-09, 621-0657-05, 621-0657-08, 621-0657-01, 621-0657-10, 621-0657-06, 621-0657-03, 621-0657-13, 621-0657-11	$19.78 - $25.39	13	
Librarian I/II (37.5)	621-0653A/B-03, 621-0653A/B-01, 621-0653A/B-02	$20.79 - $30.52		3
Librarian I/II	621-0653A/B-03, 621-0653A/B-01, 621-0653A/B-02	$20.79 - $30.53	3	
Supervising Librarian (37.5)	621-0658-03, 621-0658-01, 621-0658-02	$29.33 - $37.63		3
Supervising Librarian	621-0658-03, 621-0658-01, 621-0658-02	$29.34 - $37.65	3	

Narrative Explanation of Staffing Impact:
The staffing impact will be very minimal. The current incumbents of the 37.5-hour classifications will be transferred to the corresponding 40-hour classifications. The 37.5-hour classifications will be deallocated and reallocated with the 40-hour classifications.

*The additional proposed allocation and deallocations of the Librarian I/II and Library Division Manager positions will only return the departmental position allocations to previous levels correcting a clerical oversight during the FY 2024-25 budget adoption. Librarian I/II position 621-0157A/B-12 was deallocated and a new Library Division Manager was allocated in its place in error, this correction will not change the overall staffing FTE of the department.

OTHER AGENCY INVOLVEMENT:
County of Humboldt Payroll
Humboldt County Library

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose to deny this increase. However, this could diminish the Library Departments opportunities to retain talented staff and recruit qualified applicants from outside the county.

ATTACHMENTS:
1. Resolution
2. 2024-07-21 Amended Compensation Schedule
3. 2024-08-18 Compensation Schedule
4. Secured Assessment Role History

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