COUNTY OF HUMBOLDT

For the meeting of: 8/13/2024

File #: 24-1081

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Abolish the 37.5-hour Laboratory Technician I/II (37.5 hour) (class 0571A/B) from the classification system, allocate 1.0 FTE Laboratory Technician I/II (40 hour) (class 1571A/B) and transfer the incumbents into the newly allocated positions

RECOMMENDATION(S):
That the Board of Supervisors:

1. Abolish the 37.5-hour Laboratory Technician I/II (37.5) (class 0571A/B) from the classification system effective July 21, 2024;
2. Approve the deallocation of 1.0 full-time equivalent (FTE) 37.5-hour Laboratory Technician I/II (37.5)(class 0571A/B, salary range 344/364) effective April 2, 2022;
3. Approve the allocation of one 1.0 FTE Laboratory Technician (40 hour) (class 1571A/B, salary range 357/377) effective April 3, 2022;
4. Approve the transfer of Kelsey McMahan from a 1.0 37.5-hour Laboratory Technician II (class 0571B) to a 1.0 FTE Laboratory Technician II (class 1571B) effective April 3, 2022.

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:
On June 27, 2023 the County of Humboldt Board of Supervisors approved an agenda item that included updates to the Laboratory Technician I/II classification to reflect a title change from "*Assistant"* to "*Technician"* to accurately describe the title of this classification. The changes went into effect for the 40-hour classification for the Laboratory Technician I/II, however the 37.5-hour classification of the Laboratory Technician I/II was not noted on the item due to an administrative error. As there is one incumbent currently in the 37.5-hour classification, the Human Resources department is seeking approval to abolish the 37.5-hour classification, allocate 1.0 FTE Laboratory Technician I/II, and transfer the incumbent of the 37.5-hour class into the 1.0 FTE Laboratory Technician I/II position. Due to an error on the Compensation Schedule dated April 3, 2022, Human Resources is recommending placing the incumbent of the 37.5-hour Laboratory Technician I/II into the 40-hour classification retroactively to that date in order to correct her pay. Additionally, 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 goal is to phase out 37.5-hour classifications. With this, Human Resources also recommends abolishing the 37.5-hour Laboratory Technician I/II classification.

In addition, the Human Resources Department intended to bring this item before your Board at the July 23, 2024 Board Meeting with other Board items making changes to the County Compensation Schedule. This item did not come to your Board that date,

however, the compensation schedule that was brought to your Board on July 23, 2024 included the abolishment of the 37.5-hour Laboratory Technician classification outlined in this item. This item before your Board is formalizing the abolishment of the 37.5-hour Laboratory Technician classification effective July 21, 2024 and no further compensation schedules are attached here in an effort to limit confusion and opportunity for error.

SOURCE OF FUNDING:
Public Health Laboratory (1175-435)

FINANCIAL IMPACT:

Expenditures (1175-435)	**FY23-24 Adopted**	**FY24-25 Projected***
Budgeted Expenses	$93,442	$90,346
Total Expenditures	$93,442	$90,346
Funding Sources (1175-435)	**FY23-24 Adopted**	**FY24-25 Projected***
Fees/Realignment	$93,442	$90,346
Total Funding Sources	$93,442	$90,346

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

Narrative Explanation of Financial Impact:
The estimated annual salary and benefit cost for the Lab Technician for FY24-25 at a 37.5 FTE is $90,346. There is an estimated savings of $4,606 for FY 24-25 due to the drop in FTE from a 1.0 to 37.5. In FY23-24 the position was budgeted at a full 1.0 FTE.

STAFFING IMPACT:

Position Title	**Position Control Number**	**Monthly Salary Range (1A-E Step)**	**Additions (Number)**	**Deletions (Number)**
Laboratory Technician I/II (37.5)	435-0571A/B-05	$17.90 - $25.38		1
Laboratory Technician I/II	435-1571A/B-TBD	$17.90 - $25.39	1	

Narrative Explanation of Staffing Impact:
The current incumbent of the 37.5-hour classification will be transferred to the corresponding 40-hour class. The 37.5-hour classification will also be deallocated and reallocated with the 40-hour class. There will be no additional allocations or staffing changes.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could deny this request for position allocation modifications for the Department of Health & Human Services and revisions to the Comprehensive Compensation Schedule and Classification Summary.

This is not recommended as these changes will appropriately classify and allocate positions within the Public Health Laboratory and will assist in retaining qualified personnel to meet the needs of the public.

ATTACHMENTS:

1. Resolution No _____ Approving the Recommended Changes to the Comprehensive Compensation Schedule and Classification Summary.
2. July 21, 2024 Compensation Schedule

PREVIOUS ACTION/REFERRAL:
Meeting of: June 27, 2023

File No.: 23-861

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