COUNTY OF HUMBOLDT

For the meeting of: 7/22/2025

File #: 25-752

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Adoption of Amended and Retitled Classifications in the Sheriff's Office.

RECOMMENDATION(S):
That the Board of Supervisors:

1. Adopt the amended classification specification (Attachment 1) for the retitled classification of Senior Correctional Deputy (classification # 0421), retitled to Correctional Corporal (classification # 0421) into the classification system effective the pay period following board approval; and
2. Adopt the amended classification specification (Attachment 2) for the retitled classification of Supervising Correctional Deputy (classification # 0420), retitled to Correctional Sergeant (classification # 0420) into the classification system effective the pay period following board approval; and
3. Adopt the amended classification specification (Attachment 3) for Correctional Deputy I/II (classification # 0424A/B) into the classification system effective the pay period following board approval; and
4. Adopt the amended classification specification (Attachment 4) for Correctional Work Crew Leader (classification # 0427) into the classification system effective the pay period following board approval; and
5. Adopt the amended classification specification (Attachment 5) for Correctional Lieutenant (classification # 0419) into the classification system effective the pay period following board approval; and
6. Adopt the Compensation Schedule effective August 3, 2025 (Attachment 6); and
7. Adopt the Resolution (Attachment 7) approving the amendment of the 2022-2024 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees; and
8. Adopt the Resolution (Attachment 8) approving the amendment of the 2025 Memorandum of Understanding between the County of Humboldt and the Law Enforcement Management Representation Unit 7.

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:
The County of Humboldt Human Resources Department and the County of Humboldt Sheriff's Office wish to update the classification specifications for Corrections classifications. The industry standard for updating classification specifications is every 5-10 years. It has been about 11 years since these specifications have been updated. Classification specifications need to be updated regularly to ensure they accurately reflect the current responsibilities, skills, and expectations for a classification. Updated classification specifications help attract the right candidates, ensure fair and accurate performance evaluations, support compliance

with labor laws, and align classifications with organizational goals. They also clarify expectations for both current and prospective employees, contributing to better communication, productivity, and job satisfaction.

Additionally, the Human Resources Department and the Sheriff's Office wish to retitle the below classifications to be more aligned with the industry standard:

- Retitle Senior Correctional Deputy to Correctional Corporal
- Retitle Supervising Correctional Deputy to Correctional Sergeant

No salary changes are being recommended at this time.

SOURCE OF FUNDING:
General Fund Contribution

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
There is no financial impact if the Board approves these recommendations, as no salary changes are being recommended.

STAFFING IMPACT:
Narrative Explanation of Staffing Impact:
There is no staffing impact if the Board approves these recommendations, as no staffing changes are being recommended.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose not to approve these recommendations; however, it is not recommended as these classification specifications need to be updated to remain accurate and to align with industry standards.

ATTACHMENTS:
Attachment 1 - Correctional Corporal classification specification
Attachment 2 - Correctional Sergeant classification specification
Attachment 3 - Correctional Deputy I/II classification specification
Attachment 4 - Correctional Work Crew Leader classification specification
Attachment 5 - Correctional Lieutenant classification specification
Attachment 6 - 2025-08-03 Compensation Schedule
Attachment 7 - AFSCME Resolution
Attachment 8 - LEM Resolution

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