



COUNTY OF HUMBOLDT

For the meeting of: 10/28/2025

File #: 25-1224

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Updated Classification Specification for the Economic Development Director

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the amended classification specification (Attachment 1) for the Economic Development Director classification (class # 0662).

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 classification specification for the Economic Development Director classification was last updated in 2018. The Human Resources Department strives to update the county classification specifications every 5-10 years. The existing classification specification for the Economic Development Director classification includes some outdated language, and therefore the classification specification needs an update. The Human Resources Department and the County Administrative Office developed the updated classification specification (Attachment 1) using the draft that was created by the Koff & Associates consulting firm.

SOURCE OF FUNDING:

Economic Development (1120)

FINANCIAL IMPACT:

There is no financial impact to the fiscal year 2025-26 budget with this action.

STAFFING IMPACT:

The requested action does not increase staffing levels.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve this item, but that is not recommended as the existing classification

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specification is outdated.

ATTACHMENTS:

1. Economic Development Director Classification Specification

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A