COUNTY OF HUMBOLDT

For the meeting of: 3/3/2026

File #: 26-113

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Correction to Personnel Allocations in the Human Resources Department

RECOMMENDATION(S):
That the Board of Supervisors:

1. Allocate one position in the Senior Human Resources Analyst classification (# 0688) in Human Resources budget 359; and
2. Allocate three positions in the Human Resources Analyst I/II classification (# 0684A/B) in Human Resources budget 359; and
3. Deallocate one position in the recently abolished Senior Human Resources Analyst-Risk classification (# 0690) position 01; and
4. Deallocate three positions in the recently abolished Human Resources Analyst-Risk I/II classification (# 0697A/B) positions 01, 02 & 03; and
5. Transfer Rosam Ruiz Cortes, currently underfilling position #02 in the Human Resources Analyst-Risk I/II classification (# 0697A/B) as an Administrative Analyst I (# 0605A) to an Administrative Analyst I (# 0605A) underfilling the Human Resources Analyst I/II classification (# 0684A/B) in Human Resources budget 359.

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:
On Dec. 16, 2025, your Board approved a staff report (File No. 25-1397) authorizing updates to and consolidation of the Human Resources Department's analyst-level classifications. The purpose of that action was to modernize HR's internal classification structure, so it accurately reflects current work, promotes consistency, and aligns with best practices for a central service department.

While the Board approved the amended classifications and the transfer of incumbents, the item inadvertently did not include the corresponding position allocations in the newly revised Human Resources Analyst and Senior Human Resources Analyst classifications, nor the deallocation of positions in the abolished risk-specific classifications. As a result, employees were approved for transfer without the necessary positions being formally allocated in the Human Resources budget.

This corrective item is administrative in nature and is intended to align position allocations with the Board's prior action by allocating positions in the appropriate Human Resources classifications, deallocating positions in the abolished classifications, and effecting the related employee transfers. This item does not intend to change any action taken on the previous board item.

SOURCE OF FUNDING:
N/A

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
N/A

STAFFING IMPACT:

Position Title	**Position Control Number**	**Monthly Salary Range (1A-E Step)**	**Additions (Number)**	**Deletions (Number)**
Senior Human Resources Analyst-Risk	3590690-01			1
Human Resources Analyst I/II-Risk I/II	3590697B01 3590697A02 3590697B03			3
Senior Human Resources Analyst	3590688-01		1	
Human Resources Analyst I/II	3590684B01 3590684A02 3590684B03		3	

Narrative Explanation of Staffing Impact:
One position in the Senior Human Resources Analyst-Risk classification (0690) and three positions in the Human Resources Analyst I/II-Risk classification (0697A/B) are being deallocated. One position in the Senior Human Resources Analyst classification (0688) and three positions in the Human Resources Analyst I/II classification (0684A/B) are being allocated.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board of Supervisors could choose not to approve the recommendations in this item. However, this is not recommended as this board has approved the transfer of the employees in the Risk positions to the Human Resources positions on a previous item.

ATTACHMENTS:
N/A

PREVIOUS ACTION/REFERRAL:
Meeting of: 12/16/2025
File No.: 25-1397