



COUNTY OF HUMBOLDT

For the meeting of: 7/14/2026

File #: 26-525

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Personnel Actions for Multiple Departments and Transfer from Contingencies in the Amount of \$102,563 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the Personnel Manager classification (Attachment 1) (classification # 0752, salary range 540, bargaining unit 008) into the classification system effective the pay period following Board approval;
2. Adopt the Health & Human Services - Social Services Branch Director (Attachment 2) (classification # 0753, salary range 590, bargaining unit 008) into the classification system effective the pay period following Board approval;
3. Adopt the Peer Support Specialist I/II (Attachment 3) (classification # 0754A/B, salary range 346/366, bargaining unit 001) into the classification system effective the pay period following Board approval;
4. Adopt the Senior Peer Support Specialist (Attachment 4) (classification # 0755, salary range 386, bargaining unit 001) into the classification system effective the pay period following Board approval;
5. Adopt the retitled and amended Paralegal I/II (Attachment 5) (classification # 0450A/B) retitled to Paralegal (classification # 0450) into the classification system effective the pay period following Board approval;
6. Approve the revised salary range for Paralegal (classification # 0450), from salary range 346/366 to salary range 428, effective the pay period following Board approval;
7. Adopt the Paralegal (M/C) (classification # 0756, salary range 428, bargaining unit 009) into the classification system effective the pay period following Board approval;
8. Approve the allocation of a 1.0 full time equivalent (FTE) Paralegal (M/C) (classification # 0756, salary range 428, position # 01) in Budget Unit 121 effective the pay period following Board approval;
9. Approve the Appropriation Transfer (Attachment 6) to transfer from contingencies for the Paralegal position in budget unit 1100-121 in the amount of \$102,563 for FY 2026-27 (4/5 Vote Required);
10. Per Salary Resolution Section 7, reclassify and Y-Rate Paige Plummer and reallocate the position from a 1.0 full time equivalent (FTE) Health & Human Services - Deputy Director of Employee Services (classification # 0814, position # 01, salary range 562) at Step D in Budget Unit 130, to a 1.0 FTE Personnel Manager (classification # 0752, position # 01, salary range 540) in Budget Unit 130, effective the pay period following Board approval (4/5 Vote Required);
11. Transfer Melanie Rodriguez and Tanya Clark and reallocate the positions from 1.0 full time equivalent (FTE) Staff Services Analysts II (M/C) (classification # 0729B, positions # 01 and 02, salary range 486) in Budget Unit 359, to 1.0 FTE Human Resources Analysts II (classification # 0684B, positions # 03 and 04, salary range 486) in Budget Unit 359, effective the pay period following Board approval;
12. Reclassify Amanda Winstead and reallocate the position from a 1.0 full time equivalent (FTE) Health & Human Services - Child Welfare Services Division Director (classification # 0818, position # 01, salary range 586) in Budget Unit 508, to a 1.0 FTE Health & Human Services - Social Services Branch Director (classification # 0753, position # 01, salary range 590) in Budget Unit 508, effective the pay period following Board approval;

13. Reclassify Robert Beier and reallocate the position from a 1.0 full time equivalent (FTE) SSB - Information Systems Analyst II (MSS) (classification # 1740B, position # 01, salary range 446) in Budget Unit 118, to a 1.0 FTE IT Security Analyst II (classification # 0289B, position # 01, salary range 495) in Budget Unit 118, effective the pay period following Board approval;
14. Transfer Lucy Robson and reallocate the position from a 1.0 full time equivalent (FTE) Parent Partner II (classification # 0578B, position # 01, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 10, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
15. Transfer Sharon Stone and reallocate the position from a 1.0 full time equivalent (FTE) Parent Partner II (classification # 0578B, position # 06, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 11, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
16. Transfer Jackson Dodds and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach I (classification # 0576A, position # 12, salary range 346) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist I (classification # 0754A, position # 12, salary range 346) in Budget Unit 424, effective the pay period following Board approval;
17. Transfer Matthew Garcia-Castro and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach I (classification # 0576A, position # 15, salary range 346) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist I (classification # 0754A, position # 15, salary range 346) in Budget Unit 424, effective the pay period following Board approval;
18. Transfer Julie O'Neale and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach I (classification # 0576A, position # 14, salary range 346) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist I (classification # 0754A, position # 14, salary range 346) in Budget Unit 424, effective the pay period following Board approval;
19. Transfer Hannah Bell and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach II (classification # 0576B, position # 01, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 12, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
20. Transfer Evelyn Mayfield and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach II (classification # 0576B, position # 11, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 11, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
21. Transfer Rhonda Oeth and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach II (classification # 0576B, position # 05, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 05, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
22. Transfer Jim Woolsey and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach II (classification # 0576B, position # 06, salary range 366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist II (classification # 0754B, position # 06, salary range 366) in Budget Unit 424, effective the pay period following Board approval;
23. Transfer Jessica Coats and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach III (classification # 0577, position # 03, salary range 386) in Budget Unit 424, to a 1.0 FTE Senior Peer Support Specialist (classification # 0755, position # 03, salary range 386) in Budget Unit 424, effective the pay period following Board approval;
24. Transfer Stacey Farmer and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach III (classification # 0577, position # 02, salary range 386) in Budget Unit 424, to a 1.0 FTE Senior Peer Support Specialist (classification # 0755, position # 02, salary range 386) in Budget Unit 424, effective the pay period following Board approval;
25. Transfer Betty Garfield and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach III (classification # 0577, position # 01, salary range 386) in Budget Unit 424, to a 1.0 FTE Senior Peer Support Specialist (classification # 0755, position # 01, salary range 386) in Budget Unit 424, effective the pay period following Board approval;
26. Transfer Michael Pech and reallocate the position from a 1.0 full time equivalent (FTE) Peer Coach III (classification # 0577, position # 04, salary range 386) in Budget Unit 424, to a 1.0 FTE Senior Peer Support Specialist (classification # 0755, position # 04, salary range 386) in Budget Unit 424, effective the pay period following Board approval;
27. Approve the reallocation of 2.0 full time equivalent (FTE) vacant Peer Coach I/II (classification # 0576A/B, positions # 12 and 03, salary range 346/366) in Budget Unit 424, to a 1.0 FTE Peer Support Specialist I/II (classification # 0754A/B, positions # 12 and 03, salary range 346/366) in Budget Unit 424, effective the pay period following Board approval;
28. Approve the reallocation of 1.0 full time equivalent (FTE) vacant Parent Partner III (classification # 0579, position # 01 salary range 386) in Budget Unit 424, to a 1.0 FTE Senior Peer Support Specialist (classification # 0755, position # 01, salary range 386) in Budget Unit 424, effective the pay period following Board approval;
29. Approve the reallocation of 1.0 full time equivalent (FTE) vacant SSB - Information Systems Analyst I/II (MSS) (classification # 1740A/B, position # 02, salary range 426/446) in Budget Unit 118, to a 1.0 FTE IT Security Analyst I/II (classification # 0289A/B, position # 04, salary range 480/495) in Budget Unit 118, effective the pay period following board approval;
30. Abolish the Health & Human Services - Deputy Director of Employee Services (classification # 0814, salary range 562) from the classification system effective the pay period following Board approval;

31. Abolish the Health & Human Services - Child Welfare Services Division Director (classification # 0818, salary range 586) from the classification system effective the pay period following Board approval;
32. Abolish the Parent Partner I/II (classification # 0578A/B, salary ranges 346/366) from the classification system effective the pay period following Board approval;
33. Abolish the Parent Partner III (classification # 0579, salary ranges 386) from the classification system effective the pay period following Board approval;
34. Adopt the Compensation Schedule effective July 19, 2026 (Attachment 7);
35. Adopt the Amended Compensation Schedule effective March 29, 2026 (Attachment 8);
36. Adopt the Resolution (Attachment 9) approving the amendment of the 2024-2026 Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees; and
37. Adopt the Resolution (Attachment 10) approving the amendment of the 2024-2026 Compensation Plan for Designated Management and Confidential Employees.

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:

This item encompasses several personnel actions over several departments.

Human Resources:

With the adoption of the fiscal year 2026-27 budget, three staff members from the Employee Services Division of the Department of Health & Human Services (DHHS) were moved to the Human Resources Department (HR). Paige Plummer, Health & Human Services - Deputy Director of Employee Services, was moved to the Personnel Division of HR and Melanie Rodriguez and Tanya Clark, who are both in the Staff Services Analyst II (M/C) classification, were moved to the Risk Management Division.

In preparation for this move, HR retained a consultant from Leibert, Cassidy, Whitmore (LCW) to determine the appropriate classification for Paige Plummer to move into since her current classification is a DHHS-specific classification. After analyzing the department's needs, LCW developed the Personnel Manager classification specification with the assistance of the Director of Human Resources. The Personnel Manager position will be placed in the Personnel Division and will oversee the Human Resources Analysts and Senior Human Resources Analyst in the division. Currently, the Human Resources Analysts and Senior Human Resources Analyst report directly to the Director of Human Resources. The addition of the Personnel Manager will create a much-needed bridge between the department head and line staff by ensuring the department's strategic goals and priorities are effectively translated into daily operations. This position will establish a clear two-way communication channel, provide consistent guidance and oversight, support in personnel practices, and ensure critical Personnel operations continue to move forward while allowing the department head to focus on broader organizational priorities, strategic initiatives, and department leadership responsibilities. Paige Plummer is well qualified for the Personnel Manager position, bringing extensive knowledge of county personnel operations, policies, and practices. Paige previously served in the Personnel Division for four years as both a Human Resources Analyst and Senior Human Resources Analyst, gaining direct experience in countywide human resources functions, employee relations, and personnel processes. Following her time in Personnel, Paige continued to expand her leadership and human resources expertise as the Department of Health & Human Services' Deputy Director of Employee Services. In this role, she gained additional experience overseeing complex personnel matters, supporting organizational operations, leading teams, and working collaboratively with the department's leadership and employees. This combination of countywide personnel experience, departmental leadership, and operational knowledge provides a strong foundation for the Personnel Manager role. Further, Paige Plummer is one month away from receiving her step increase to Step D as Health & Human Services - Deputy Director of Employee Services, therefore to honor the work that she has put into that position, approval is request to advance her step increase. She will be y-rated at the Step D pay rate.

Melanie Rodriguez and Tanya Clark are joining the Risk Management Division of HR to perform analytical work including, but not limited to, processing employee leaves of absences, worker's compensation claims, and the Americans with Disabilities Act (ADA) interactive process. As such, it is important that their classifications better align with the work being performed. The Human Resources Analyst classification is a better fit because it is specific to Human Resources whereas their current DHHS job

classifications of Staff Services Analysts II (M/C) is more general.

Thus, the HR Department recommends that Paige Plummer be reclassified to Personnel Manager and y-rated at Step D, as her current classification is in a higher salary range than the Personnel Manager classification. It is also recommend that Melanie Rodriguez and Tanya Clark be reclassified to Human Resources Analysts II.

County Counsel:

HR evaluated the staffing levels within the County Counsel Office and determined that there is a gap between the administrative and attorney duties. Therefore, HR updated the existing Paralegal classification to fit the needs of County Counsel. The allocation of a Paralegal will be vital to the smooth, efficient operation of County Counsel as the position will be able to handle the detailed, high volume work that keeps cases moving. The incumbent will manage case files, draft routine legal documents, conduct research, organize discovery, maintain calendars, and prepare materials for hearings or trial. This will allow attorneys to devote their time to higher level legal analysis and court appearances without being overwhelmed by administrative or procedural tasks. The allocation of a Paralegal will reduce costs for County Counsel Office, since many essential tasks can be completed at a lower salary rate. Thus, HR recommends allocating the updated Paralegal classification in the County Counsel Office to allow their office to operate at a more effective level.

County Administrative Office:

With the adoption of the fiscal year 2026-2027 budget, two SSB - Information Systems Analyst I/II (MSS) positions were moved from the Information Services (IS) Division of the Department of Health & Human Services (DHHS) to the County Information Technology (IT) Division of the County Administrative Office (CAO).

This transfer of positions is part of the progression that has been taking place to integrate the information security functions to be centralized within County IT. This recommendation was made by the consulting firm Municipal Resource Group (MRG) and was reviewed by the Board on October 7, 2025. Part of the recommendations from MRG included transferring the IS staff that perform information security functions to County IT and reclassify the positions to the appropriate IT classification.

Thus, Robert Beier should be reclassified to an IT Security Analyst II position as that is the classification that performs security work in County IT. The other position being moved to County IT is vacant and should also be reallocated to an IT Security Analyst I/II.

Department of Health & Human Services:

Peer Support Specialist Series

DHHS has partnered with HR to create the Peer Support Specialist classification series with the intent of encompassing the existing Peer Coach and Parent Partner classification series. The existing classifications were reviewed by HR and it was determined that there is enough overlap between them to create one classification to encompass both.

Combining the two classifications into one will allow for more cross-training and will simplify the maintenance of the classification system. Training new hires in two similar positions doubles the workload on upper-level staff. A single, consolidated classification will streamline training and will help new staff learn faster and be able to cover other functions when needed.

Thus, the HR Department recommends adopting the proposed new classifications of Peer Support Specialist I/II and Senior Peer Support Specialist and transferring the aforementioned staff in the Behavioral Health Division of DHHS to the newly created classifications. Ultimately, the County hopes to transfer the affected staff in the Social Services Division as well, but since that division is governed by the California Department of Human Resources (CalHR), that step must be postponed.

HHS Social Services Branch Director

DHHS retained MRG to evaluate the department's organizational structure. One of the recommendations that came out of that review was to create a higher-level position to oversee the Social Services Branch. This recommendation reflects the continued growth and increasing complexity of social services programs and the need for branch-level leadership to support those programs.

Creating the HHS Social Services Branch Director position would bring the Social Services Branch back in line with the organizational

structure currently used in the Public Health and Behavioral Health branches. The Social Services Branch previously operated under a similar model. However, in October 2017, the position was reclassified to HHS Child Welfare Services Division Director to provide additional focus and oversight to Child Welfare Services during a period of significant need. Since then, Child Welfare Services has made substantial progress and no longer requires the same level of dedicated oversight.

Human Resources recommends adopting the HHS Social Services Branch Director classification to provide leadership and oversight for the entire Social Services Branch. It is also recommended that the classification be assigned to salary range 590, consistent with the HHS Public Health Branch Director and HHS Behavioral Health Branch Director classifications.

Because the HHS Social Services Branch Director position will provide oversight for the entire Social Services Branch, the HHS Child Welfare Services Division Director classification is no longer needed. Human Resources therefore recommends reclassifying the incumbent, Amanda Winstead, from HHS Child Welfare Services Division Director to HHS Social Services Branch Director.

SOURCE OF FUNDING:

Various County Funds

FINANCIAL IMPACT:

There is limited financial impact to most of the personnel actions as they are primarily reallocations of staff. The addition of the 1.0 FTE Paralegal in budget unit 1100-121 has an estimated annual cost for FY 2026-27 of \$102,563. This position will be funded by savings in the Liability Fund (3524) due to the establishment of the in-house litigation team.

STAFFING IMPACT:

<i>Position Title</i>	<i>Position Control Number</i>	<i>Monthly Salary Range (1A-E Step)</i>	<i>Additions (Number)</i>	<i>Deletions (Number)</i>
<i>Personnel Manager</i>	1300752-01	540	1	0
<i>Health & Human Services - Deputy Director of Employee Services</i>	1300184-01	562	0	1
<i>Staff Services Analysts II (M/C)</i>	3590729B01 3590729B02	486	0	2
<i>Human Resources Analyst II</i>	3590684B03 3590684B04	486	2	0
<i>SSB - Information Systems Analyst I/II (MSS)</i>	1181740A/B01 1181740A/B02	426/446	0	2
<i>IT Security Analyst I/II</i>	1180289A/B01 1180289A/B04	480/495	2	0
<i>Health & Human Services - Child Welfare Services Division Director</i>	5080818-01	586	0	1
<i>Health & Human Services - Social Services Branch Director</i>	5080753-01	590	1	0
<i>Peer Coach I/II</i>	4240576A/B01 4240576A/B03 4240576A/B05 4240576A/B06 4240576A/B10 4240576A/B11 4240576A/B12 4240576A/B14 4240576A/B15	346/366	0	9
<i>Peer Coach III</i>	4240577-01 4240577-02 4240577-03 4240577-04	386	0	4

Parent Partner I/II	4240578A/B01 4240578A/B06	346/366	0	2
Parent Partner III	4240579-01	386	0	1
Peer Support Specialist I/II	4240754A/B01 4240754A/B02 4240754A/B03 4240754A/B04 4240754A/B05 4240754A/B06 4240754A/B07 4240754A/B08 4240754A/B09 4240754A/B10 4240754A/B11	346/366	11	
Senior Peer Support Specialist	4240755-01 4240755-02 4240755-03 4240755-04 4240755-05	386	5	
Paralegal (M/C)	1210756-01	428	1	0

Narrative Explanation of Staffing Impact:

The impacted staff will be reclassified into new positions in the Human Resources Department.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to implement these recommended personnel changes. However, this is not recommended as these changes will allow the affected county departments to be more effective and result in cost savings for DHHS.

ATTACHMENTS:

1. Personnel Manager classification specification
2. Health & Human Services - Social Services Branch Director classification specification
3. Peer Support Specialist I/II classification specification
4. Senior Peer Support Specialist classification specification
5. Paralegal classification specification
6. Appropriation Transfer from Contingencies
7. Compensation Schedule effective July 19, 2026
8. Amended Compensation Schedule March 29, 2026
9. AFSCME Resolution
10. M&C Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A