



COUNTY OF HUMBOLDT

For the meeting of: 6/23/2026

File #: 26-527

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Deallocation of the 1.0 Full Time Equivalent (FTE) SSB Secretary in Social Services, Allocation of 1.0 FTE Office Assistant in Social Services, and Reclassification of the Incumbent Employee

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the deallocation of the SSB Secretary I (classification # 0183, salary range 358, 1.0 FTE, position #01, Bargaining Unit 001) in Budget Unit (BU) 516, occupied by Lois Casacca; and
2. Approve the allocation of one (1) 1.0 FTE Office Assistant I/II (classification # 0179A/B, salary range 346/366), position in Budget Unit 516; and
3. Reclassify Lois Casacca from a 1.0 FTE SSB Secretary I (Classification #0183, position #01, salary range 358) in Budget Unit 516, to a 1.0 FTE Office Assistant II (Classification # 0179B, Position TBD, Salary Range 366) in Budget Unit 516, effective the first full pay period following Board approval.

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:

At the request of the Department of Health & Human Services (DHHS), Human Resources (HR) conducted a classification review of the SSB Secretary I (classification # 0183, salary range 358, 1.0 FTE, position #01, Bargaining Unit 001) in Budget Unit (BU) 516, currently occupied by Lois Casacca.

Following a review of the Position Description Questionnaire (PDQ) completed by the incumbent employee, along with a comparison of the assigned duties against the SSB Secretary I and Office Assistant I/II classifications, Human Resources determined that the duties currently assigned to the position align more closely with the Office Assistant II classification.

While the position performs some traditional secretarial functions, including scheduling meetings, preparing agendas, taking minutes, and processing correspondence, the majority of the work consists of clerical and administrative support activities. The primary duties of the position involve receiving, entering, tracking, and maintaining incident reports and audit information within department databases, including records containing Protected Health Information (PHI) and Personally Identifiable Information (PII). Additional responsibilities include onboarding support, records management, report generation, database maintenance, file organization, and general office support functions.

The review further found that the position does not exercise the level of independent administrative authority, supervisory responsibility, or relief of management staff from substantial administrative detail typically associated with the SSB Secretary I classification. Although the position routinely handles confidential information, the confidential nature of the records is incidental to the program support and records management functions of the role, rather than reflective of higher-level administrative or executive support responsibilities.

Based on the overall scope of assigned duties, level of responsibility, and nature of the work performed, HR determined that the position is more appropriately classified as an Office Assistant II position.

As a result of this review, HR staff recommends that the county approve the deallocation of the SSB Secretary I position occupied by Lois Casacca, the allocation of a 1.0 FTE Office Assistant I/II, and the reclassification of Lois Casacca to Office Assistant II, as this reclassification more accurately describes the duties currently being performed by the incumbent.

SOURCE OF FUNDING:

Social Services Fund - 1160, Behavioral Health Fund - 1170 and Public Health Fund - 1175

FINANCIAL IMPACT:

Expenditures (1160, 516)	FY26-27	FY27-28 Projected*	FY28-29 Projected*
Budgeted Expenses	<u>\$2,703</u>	<u>\$2,838</u>	<u>\$2,980</u>
Additional Appropriation Requested			
Total Expenditures	<u>\$2,703</u>	<u>2,838</u>	<u>\$2,980</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (1160, 516)	FY26-27	FY27-28 Projected*	FY28-29 Projected*
General Fund			
State/Federal Funds	<u>\$2,703</u>	<u>\$2,838</u>	<u>\$2,980</u>
Total Funding Sources	<u>\$2,703</u>	<u>\$2,838</u>	<u>\$2,980</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

The position of SSB Secretary I was included in the proposed budget for fiscal year (FY) 2026-27 at step E for \$80,324 in annual salaries and benefits for Fund 1160, Budget unit 516, DHHS Administration. Approval of the reclassification to Office Assistant II at step E, will result in an increased expense of \$1,956 in salaries and \$747 in benefits for a total increase of \$2,703. Positions in DHHS Administration are supported by the following funds Public Health at 15.77%, Behavioral Health 26.087%, Substance Abuse 2.39%, and Social Services at 55.76%. An increase to the FY 2026-27 budget is not requested currently as savings in other areas are anticipated to be sufficient appropriations to cover this increase.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
SSB Secretary I	5160183-01	E	0	1
Office Assistant I/II	5160179	E	1	0

Narrative Explanation of Staffing Impact:

The SSB Secretary I position (classification # 0183, salary range 358, 1.0 FTE, position #01, Bargaining Unit 001) in Budget Unit (BU) 516, occupied by Lois Casacca, will be deallocated and a new 1.0 FTE position of Office Assistant I/II (classification # 0179A/B), will take its place. Incumbent Lois Casacca will be reclassified as an Office Assistant II.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could deny this request to deallocate the SSB Secretary I position, allocate a 1.0 FTE Office Assistant I/II position, and reclassify the incumbent employee; however, this is not recommended as the employee's classification would not accurately reflect the duties they currently perform.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A