



COUNTY OF HUMBOLDT

For the meeting of: 9/15/2026

File #: 26-865

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Transition of Clerk-Recorder Classifications to 40 Hours Per Week

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the 40-Hour Per Week Recordable Documents Examiner I/II classification (classification # 0785 A/B, bargaining unit 001, salary range 346/366) into the classification system effective the pay period following Board approval; and
2. Adopt the 40-Hour Per Week Senior Recordable Documents Examiner classification (classification # 0786, bargaining unit 001, salary range 386) into the classification system effective the pay period following Board approval; and
3. Approve the reallocation of 4.0 full time equivalent (FTE) 37.5-Hour Per Week Recordable Documents Examiner I/II positions (classification # 0155A/B, salary ranges 333/353) in Budget Unit 271, to 4.0 FTE 40-Hour Per Week Recordable Documents Examiner I/II (classification # 0785 A/B, salary ranges 346/366), effective the pay period following Board approval; and
4. Approve the reallocation of 3.0 full time equivalent (FTE) 37.5-Hour Per Week Senior Recordable Documents Examiner positions (classification # 0158, salary range 371) in Budget Unit 271, to 3.0 FTE 40-Hour Per Week Senior Recordable Documents Examiner (classification # 0786, salary range 386), effective the pay period following Board approval; and
5. Transfer Sonia Greenway, Brynn Ivy, Jesse Rodriguez, and Bridget Steeves to 40-Hour Per Week Recordable Documents Examiner IIs (classification # 0785B, salary range 366) effective the pay period following Board approval; and
6. Transfer Samantha Carns, Jason Cotter, and Sandra Borba to 40-Hour Per Week Senior Recordable Documents Examiners (classification # 0786, salary range 386) effective the pay period following Board approval; and
7. Abolish the 37.5-Hour Per Week Recordable Documents Examiner I/II classification (classification # 0155A/B, salary ranges 333/353) from the classification system effective the pay period following Board approval; and
8. Abolish the 37.5-Hour Per Week Senior Recordable Documents Examiner classification (classification # 0158, salary range 371) from the classification system effective the pay period following Board approval; and
9. Adopt the Compensation Schedule effective Sept. 27, 2026 (Attachment 1); and
10. Adopt the Resolution (Attachment 2) 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.

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:

Historically, the 37.5 hour workweek schedule was adopted for select classifications as a cost saving measure. While this structure met organizational needs at the time, it has increasingly presented administrative challenges as the county's operations, payroll systems, and classification structures have evolved. Currently, the Recordable Documents Examiner I/II and Senior Recordable Documents Examiner classifications represent the last remaining group that have not transitioned to the standard 40 hour workweek observed across the organization.

Transitioning these positions to a 40 hour workweek will align the Clerk-Recorder's Office with countywide standards and streamline human resources administration. The proposed transition is intended to simplify operations, reduce administrative burden, and bring the remaining positions into alignment with the county's established 40-hour per week schedule. Staff has reviewed the change for budgetary impact and operational feasibility and recommends approval of the transition to ensure long term efficiency and consistency within the organization.

SOURCE OF FUNDING:

General Fund Clerk-Recorder (1100271)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

There are seven (7) FTE positions that will be affected by the 37.5 hour work week to 40 hour work week. This change will increase salaries and benefits cost by an estimated \$15,557. The source of funding in the Clerk-Recorder budget (1100271) is through its generation of fee revenue. Sufficient funds exist for this request. Additionally, there is current State legislation seeking to increase the Clerk-Recorder fees structure. The projected revenue is a conservative estimate using current rates and does not include the State legislation proposed increase.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
<i>Recordable Documents Examiner I/II</i>	2710155B02 2710155B03 2710155B04 2710155B05	333/353	0	4
<i>Senior Recordable Documents Examiner</i>	2710158-01 2710158-02 2710158-03	371	0	3
<i>Recordable Documents Examiner I/II</i>	271____B01 271____B02 271____B03 271____B04	346/366	4	0
<i>Senior Recordable Documents Examiner</i>	271____-01 271____-02 271____-03	386	3	0

Narrative Explanation of Staffing Impact:

The staff in the affected classifications will be impacted as they will transition from working 37.5 hours per week to 40 hours per week.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to approve these recommendations. However, this is not recommended as these classifications are the last remaining 37.5-hour classifications and the county has a desire to transition all classifications to 40 hours per week.

ATTACHMENTS:

Compensation Schedule

File #: 26-865

Resolution

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A