



# COUNTY OF HUMBOLDT

For the meeting of: 1/10/2023

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File #: 22-1747

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adopt the amended Job Specification for Correctional Work Crew Leader.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the amended job specification for Correctional Work Crew Leader (class 0427, salary range 405, bargaining unit 002) into the classification plan effective immediately;

**SOURCE OF FUNDING:**

1100-243 Correctional Facility

**DISCUSSION:**

The amended job specification for Correctional Work Crew Leader was developed to address the need for a classification to oversee the functions of the correctional kitchen, the correctional laundry services, and correctional facility maintenance. This amended job specification will expand the current job specification to include a broader definition of duties. A new kitchen assignment will be established, and that classification will provide oversight to inmate crews working in the kitchen.

The adoption of this classification will increase the Sheriff's Office's ability to more effectively continue the services provided by the correctional kitchen. These services include instructing inmate crews in work procedures for the kitchen, training inmate crews in work methods, ensuring compliance with all state food regulations, maintaining kitchen inventory and stock, and the maintenance of kitchen equipment.

County Human Resources worked with the Sheriff's Office to refine the new job specification, which was developed as part of the 2019 Koff & Associates Classification & Compensation Study.

**FINANCIAL IMPACT:**

There is no financial impact resulting from amending the current job specification for Correctional Work Crew Leader as the salary range will remain the same.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by investing in county employees .

**OTHER AGENCY INVOLVEMENT:**

AFSCME Local 1684

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to adopt this amended job specification. This is not recommended, as this would not allow the Sheriff's Office to recruit and retain staff in the kitchen assignment to meets the needs of the community.

**ATTACHMENTS:**

1. Correctional Work Crew Leader Job Specification

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: [Click or tap here to enter text.](#)

Meeting of: [Click or tap here to enter text.](#)

File No.: [Click or tap here to enter text.](#)