COUNTY OF HUMBOLDT

HUMAN RESOURCES

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Personnel Services (Suite 100) Main Line: (707) 476-2349
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Sent on behalf of Zachary O'Hanen, Director of Human Resources

November 2, 2026

Sharon Wolff

Department of Health & Human Services

Dear Sharon,

This letter is to inform you that your position has been evaluated as part of the County's recent unit modification review conducted by expert outside counsel, Liebert, Cassidy, Whitmore (LCW). This review was undertaken to ensure that all County positions are assigned to the most appropriate representation units in accordance with the County's Employer-Employee Relations Policy.

Following this evaluation, it has been determined that your position must be reassigned to the AFSCME White Collar Unit based on your current job duties, as those do not meet the definition of a Management Employee under the County's Employer-Employee Relations Policy and/or Classification Policy.

Definition from the Employer-Employee Relations Policy: A management employee is one who has significant authority to formulate or administer County or departmental policies or programs or to administer the County or a department with respect to employer-employee relations matters.

Definition from the Classification Policy: This classification is considered mid-management. In addition to the responsibilities outlined at the supervisor level, responsibilities include allocating staff and budget resources among competing demands and performing significant service delivery planning, and evaluation at the subunit level. This level is responsible for a unit, defined as a segment of the organization representing a specific business function which has a chain of command. The main difference between the supervisor and the manager is that the supervisor spends a portion of time performing the same duties as those supervised within their subunit(s), while a manager spends the majority of time on administrative, long- and short-term planning, and budgeting responsibilities. The managerial level develops, recommends, and sets the programs,

projects, goals, and policies and procedures of the unit, while the supervisory level is more involved in the day-to-day implementation and execution of those programs, projects, and policies and procedures.

After reviewing the duties and responsibilities of your position, it has been determined that your position does not meet this definition, and therefore it cannot be designated as management in accordance with the policy. You will remain in the classification of Staff Services Analyst III but will be moved to the AFSCME White Collar unit.

The AFSCME version of your current classification has a lower salary range than your current classification; however, your current salary will not be reduced. Instead, you will be Y-rated in accordance with the County Merit System Rules, Rule III, meaning your present rate of pay will be frozen and will remain above the maximum of the new salary range until such time as the range increases enough to encompass your existing salary. While Y-rated, you will not receive step increases or cost-of-living adjustments until the salary range catches up to your current pay, but you will continue to receive your existing rate without any decrease.

This change is being made in accordance with the policies outlined in the attached Employer-Employee Relations Policy, including the provisions in Section III(B), which authorize the modification of representation units when classifications or positions demonstrate a changed community of interest. Please note that, as part of the policy, the employee organization that you are moving to has a right to make a presentation to the County to be given the opportunity to be heard regarding the modification.

Although your position is transitioning to a unit that does not include the same benefits provided under the Management & Confidential Compensation Plan, the Board of Supervisors has approved a grace period for the use of certain benefits to ease the transition to the new bargaining unit. You will be able to use any accrued Administrative Leave through the last pay period that begins in June. However, you will not accrue additional Administrative Leave in the next fiscal year if you remain in the AFSCME unit. In addition, you may elect to participate in the vacation conversion process for conversion in the 2027 calendar year, but you will not be eligible for vacation conversion in 2028 while you remain in the AFSCME unit.

If you have any questions about this modification or how it may affect you, please feel free to contact Human Resources. We are available to discuss this change and provide any clarification you may need.

Thank you for your continued service to the County.

Sincerely,

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Cassady Briley

Senior Human Resources Analyst

Cc: Connie Beck