



AGENDA ITEM NO.
C12

COUNTY OF HUMBOLDT

For the meeting of: April 3, 2018

Date: March 19, 2018
To: Board of Supervisors
From: Maggie Fleming, District Attorney *m.fleming*
Subject: Advanced Step Increase for Legal Office Assistant, JoAnne Guzzi. (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors: Approve a step increase for JoAnne Guzzi, Legal Office Assistant II (class 0178, position 08) from Step A (range 314) for the advance to Step C (range 314) and the effective date for the advance to Step C is April 8, 2018, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

General Fund

DISCUSSION:

JoAnne Guzzi was selected to fill the Legal Office Assistant I position at the District Attorney's Office on Jul. 5, 2016. This position is split into two different divisions: Child Abuse Services Team (CAST) and general duties required within the District Attorney's Office. Ms. Guzzi quickly demonstrated her ability and skill during her year of employment and was promoted per the County Promotional Appraisal Report – one year classes process to Legal Office Assistant II. Her current step placement is Step A and this placement is processed in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) and Merit Systems Rules.

Prepared by Rachelle Davis

CAO Approval *[Signature]*

REVIEW:

Auditor *MBM*

County Counsel _____

Human Resources *KAS*

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bess*

Ayes *Bass, Fennell, Sandberg, Bohn, Wilson*

- Nays
- Abstain
- Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *4/3/18*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

Her duties at CAST include planning, preparing, coordinating and scheduling interviews with families and local law enforcement. She attends and records minutes at the Sexual Abuse Response Team, CAST Core Team and CAST Advisory meetings. Ms. Guzzi also tracks and maintain statistical data for the CAST Unit for National Children's Alliance while helping to follow rules and regulations for reaccreditation. New duties have been added to her responsibilities, such as transcribing interviews and preparing and tracking financial budget items and claims as needed by the District Attorney's administration staff. Ms. Guzzi's skill and knowledge of the newly implemented purchasing system, One Solution, has provided a valuable resource to this administration staff and others in the District Attorney's Office.

For the reasons stated above and due to JoAnne Guzzi's skill, ability and workload it is appropriate to increase her Step to a Legal Office Assistant II Step C. The District Attorney requests the Board to authorize a Step increase that would adjust her salary in accordance with the AFSCME MOU and Merit Systems Rules.

FINANCIAL IMPACT:

JoAnne Guzzi is classified as a Legal Office Assistant II Step A (salary range 314) and has been receiving pay of \$1,215.00 per pay period. The increase to Step C is an additional \$127.45 per pay period.

In total, the increase for the remainder of the 2017-18 fiscal year is approximately \$637.25. There are sufficient funds in the District Attorney Budget (1100205) due to vacancies within the District Attorney's Office.

This item supports the Board's Strategic Framework by providing county core services at community appropriate levels of service, manage county resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS: No attachments