



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C24

For the meeting of: February 27, 2018

Date: February 9, 2018

To: Board of Supervisors

From: Humboldt County Treasurer-Tax Collector

Subject: Temporary Increase in Compensation for Treasury and Tax Assistant II Whitney Morgan

RECOMMENDATION(S): That the Board of Supervisors approve a temporary increase in compensation for Treasury and Tax Assistant II (job class 0170) Whitney Morgan to the compensation equivalent of a Senior Treasury and Tax Assistant (job class 0679), pursuant to AFSCME Memorandum of Understanding section 12.4, retroactively to September 25, 2017.

SOURCE OF FUNDING: 1100112

DISCUSSION: On September 25, 2017 Ms. Morgan was given all the job responsibilities of the Senior Treasury and Tax Assistant when that supervisor went out on an expected, but premature by 7 weeks, leave of absence. Due to the suddenness of the departure the Treasurer-Tax Collector's Department had zero time to get in place a back-up for the position. However it has all worked out because Ms. Morgan stepped up and has performed flawlessly; including training and supervising the Treasury and Tax Assistant II who took over all of Ms. Morgan's previous job responsibilities as the Treasury and Tax Assistant II on the treasury side of operations.

As of that date Ms. Morgan has performed all duties and been responsible for all work assigned to the Senior Treasury and Tax Assistant position. Those duties include oversight of all banking operations, the reconciliation of all financial transactions for the county, County Schools, and the College of the Redwoods; plus all treasury pool related securities transactions and quarterly interest apportionment calculations. Ms. Morgan also became the de facto cannabis excise tax billing and SICPA Track & Trace

Prepared by John Bartholomew *JB*

CAO Approval *[Signature]*

REVIEW:

Auditor *MBM* County Counsel *an* Personnel *KB* Risk Manager _____ 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 *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*

Nays
Abstain
Absent

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

Dated: *2/27/18*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

collections expert with the responsibility that the more than \$5.5 Million in excise tax billings mailed since October were perfectly accurate by coordinating and verifying all data with the Planning and Building department cannabis permitting approval program.

Therefore the Treasurer-Tax Collector requests that Ms. Morgan be compensated as the Senior Treasury and Tax Assistant and acting supervisor retroactively back to September 25, 2017; and continue to be paid in this assignment until on or about March 19, 2018.

The Human Resources Department has been consulted about this acting supervisor and out-of-class assignment and supports this request as appropriate under the circumstances.

This increase in pay should have taken place at the beginning of the leave of absence but the Treasurer-Tax Collector misunderstood the regulations governing compensation for working out of class versus working as acting supervisor and thereby failed to make the request during the appropriate time-frame; hence the request at this time to correct that oversight and compensate Ms. Morgan accordingly for the duties she has performed since September 25, 2017.

FINANCIAL IMPACT: Ms. Morgan is currently paid at class 0170 range 327 and will be retroactively compensated at class 0679 range 361. 13 pay periods X \$ 98.55 (increase) = \$ 1,242.15. Funding for this additional expense is made available through salary savings due to the extended leave of the Senior Treasury and Tax Assistant.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Whitney Morgan not being granted appropriate compensation for fulfilling the Senior Treasury and Tax Assistant position since that supervisor left on authorized leave.

ATTACHMENTS: None