



COUNTY OF HUMBOLDT

For the meeting of: 5/11/2021

File #: 21-534

To: Board of Supervisors

From: District Attorney

Agenda Section: Consent

SUBJECT:

Retroactive Advanced Salary Step Request for District Attorney Chief Investigator, Kyla Baxley (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a step increase for District Attorney Chief Investigator Kyla Baxley (class 0404, position 01, salary range 501) from Step C to Step E, effective as of the hire date of April 1, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

Budget 1100-205, District Attorney

DISCUSSION:

Kyla Baxley was hired as the District Attorney Chief Investigator (class 0404, salary range 501, step C) on April 1, 2021. Chief Baxley joined the Humboldt County District Attorney's Office in 2013 as a District Attorney Investigator, after several years with the Humboldt County Sheriff's Office, and was promoted to Senior Investigator in 2018. As a Senior Investigator, she assisted the Chief Investigator in the Supervision of seven Investigators and up to four Administrative Analysts, all while maintaining her own caseload and managing the POST required training program for all sworn employees. Additionally, Chief Baxley is a valued contributor to the success of the College of the Redwoods Police Academy, teaching courses in Victimology and Investigations.

Chief Baxley has played an integral role in the success of the Child Abuse Services Team (CAST), has led the effort in maintaining the unit's accreditation, and has been recognized nationally and internationally for her investigative abilities relating to Human Trafficking and Sexual Assault. She currently holds a POST Supervisory Certificate and possesses the skills, training and knowledge that warrant the requested retroactive step increase. In addition to her knowledge, skills, training and experience, Chief Baxley has developed and maintains positive relationships with not only local, state and federal law enforcement agencies, but the court, defense counsel, citizens and professional groups/advocates that are of tremendous benefit to the District Attorney's Office.

The request to move Chief Baxley to step E of the District Attorney Chief Investigator salary range is an effort to fairly compensate her for her experience, skill, knowledge and the quality of the work she has very successfully taken on, and continually accomplishes, during her employment with Humboldt County.

FINANCIAL IMPACT:

Chief Baxley is classified as Chief Investigator Step C (class 0404, position 01, salary range 501) as of April 1, 2021, within budget unit 1100-205. She is receiving pay of \$3,411.56 per pay period. The increase to Step E is an additional \$358.04 per pay period. In total, the increase for the remainder of fiscal year 2020-2021 is approximately \$2,506.00. There is enough funding within District Attorney budget unit 1100-205 to fund this increase for the remainder of Fiscal Year 2020-21. This step advance will allow for a cost savings of approximately \$32,146 within the District Attorney's Office budget (1100-205) due to the prior incumbent's higher longevity and educational pay incentives and the vacancy in the Senior Investigator position for the remainder of fiscal year 2020-2021.

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors' Strategic Framework by protecting vulnerable populations, providing community-appropriate levels of service, managing resources to ensure sustainability of services and investing in County of Humboldt employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board Discretion

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A