



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2025

File #: 25-166

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Approval of Advanced Step Request for Voluntary Demotion from Administrative Analyst I to Vocational Counselor I (Class 0768A, Salary Range 399)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the advanced step request for, Shenaz Duarte, at step D (Salary Range 399), as a Vocational Counselor I (Class 0768A) retroactive to Jan. 19, 2025.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

Shenaz Duarte was hired as an Administrative Analyst I with the Humboldt County Administrative Office (CAO) Economic Development Division Feb. 21, 2023. Ms. Duarte accepted a position as Vocational Counselor I effective Jan. 19, 2025, with the Workforce Development Job Market program, still under the umbrella of the CAO Economic Development Division. Both positions are represented by the American Federation of State, County and Municipal Employees (AFSCME). In accordance with the AFSCME Memorandum of Understanding (MOU), any salary advancements after 30 days of hire must be approved by the Board of Supervisors.

This personnel action is a voluntary demotion and would place Ms. Duarte at a step B resulting in a reduction in pay. However, due to Shenaz's almost two years of county administrative experience, her experience with the program and the division the CAO Economic Development Division is seeking Board approval to start Ms. Duarte at a step D. Staff recommend this action be retroactive to Ms. Duarte's start date as a Vocational Counselor I effective Jan. 19, 2025.

SOURCE OF FUNDING:

Workforce Development (1120287)

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY24-25 Projected	FY25-26 Projected*
<i>Budgeted Expenses</i>	<u>97,939</u>	<u>96,724</u>

Additional Appropriation Requested		
Total Expenditures	<u>97,939</u>	<u>96,724</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	FY24-25 Projected	FY25-26 Projected*
State/Federal Funds	<u>97,939</u>	<u>96,724</u>
Total Funding Sources	<u>97,939</u>	<u>96,724</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The difference in pay between starting Shenaz Duarte as Vocational Counselor I at a step B and step D is \$2.56/per hour with an estimated \$2,253 increase in salary costs in Workforce Investment (1120287). These costs will be absorbed through salary savings as this position, budgeted at step C, and has been vacant since the start of the fiscal year (FY). The budgeted amount for FY 2024-25 is higher than the projected amount for FY 2025-26 due to health insurance savings because vacant positions are typically budgeted at the highest health insurance tier. This is done to account for the uncertainty of which health insurance plan a new hire will select. This position will be fully funded by Workforce Innovation and Opportunity Act funds.

STAFFING IMPACT:

This action will allow for filling a critical position in the Humboldt County Job Market with a staff member that brings two years of county experience.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the advanced pay step request for Ms. Duarte’s voluntary demotion. However, this is not recommended as Shenaz Duarte comes to the position with valuable previous experience from within the division.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A