



COUNTY OF HUMBOLDT

For the meeting of: 7/12/2022

File #: 22-859

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Advanced Salary Step Request for Wojciech Czyz Extra Help Office Assistant (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve advanced step appointment for Wojciech Czyz, Extra Help Office Assistant (Class 0181) in Budget Unit 271 from salary step 1A (Range 310) to step E (Range 310) effective May 29, 2022; and
2. If approved, direct the Clerk of the Board to forward a copy of the agenda item to the Auditor-Controller/County Payroll.

SOURCE OF FUNDING:

County Clerk / Recorder Budget Unit (1100-271)

DISCUSSION:

Wojciech Czyz was hired through an outside employment agency in February of 2022 when the office was critically understaffed. His clerical experience, composure, and affinity for learning complex processes have kept our services at a level consistent with county standards. On May 29, 2022, Wojciech Czyz was hired as an Extra Help Office Assistant.

Wojciech brings to the Clerk Recorders Office exceptional clerk experience with seven years of experience in various clerk capacities with a strong emphasis on customer service and multi-tasking. Wojciech has over three years of experience with training pedagogies. Wojciech also brings the office a strong language proficiency in Polish.

Wojciech has deployed those skills in our office by instructing other employees, assisting the elections office on election day, and keeping our vital records processes running when our office is facing massive staffing shortages.

The department feels that Wojciech's experience, aptitudes, and skills are critical for the county to

continue offering adequate service levels. Due to his extensive experience and expertise, an advanced step is warranted. It was the intention of the department to hire Wojciech Czyz at a step E when the extra help appointment was made, however due to clerical error that advance step appointment did not gain proper approval through the County Administrative Office. Accordingly, staff request that your Board approve the advance step appointment effective the hire date of May 29, 2022.

FINANCIAL IMPACT:

No significant financial impact as existing Extra Help salaries allocations are adequately funded to cover the cost of this advanced step appointment. With an allocated Extra Help budget of \$40,000.00 there remains \$24,700.00 unused funding. It is estimated that, including the retroactive pay, the cost for the remainder of this fiscal year will not exceed \$800.00 from Step 1A to Step E.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services , and by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny staff's recommendations. However, this alternative is not recommended.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A