



COUNTY OF HUMBOLDT

For the meeting of: 9/21/2021

File #: 21-1142

To: Board of Supervisors

From: Probation

Agenda Section: Consent

SUBJECT:

Assignment of Acting Supervisor Out-of-Class Temporary Pay Assignment of Melissa Stevens from Correctional Cook to Food Services Supervisor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the acting supervisor out-of-class temporary pay assignment of Melissa Stevens from Correctional Cook (Class 0433, Range 334) to Food Services Supervisor (Class 0283, Range 380) pursuant to American Federation of State, Municipal and County Employees (AFSCME) Memorandum of Understanding section 12.4, retroactively from April 4, 2021.

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

In April 2021 the Food Services Supervisor for the Juvenile Hall took an unexpected leave. The Probation Department had to take immediate action to continue meeting the needs of the youth in the Juvenile Hall. For a time, meals prepared in by the correctional kitchen staff at the Humboldt County Correctional Facility were used to meet this need and while Probation was extremely grateful to this partnership with the Humboldt County Sheriff's Office, for a variety of reasons this was not an adequate long-term solution. Melissa Stevens stepped up to fill the void and has been performing the duties of this position since April. The leave taken by the Food Services Supervisor has been extended once and at this time there is no anticipated return to work date. Ms. Stevens has been performing these duties for more than 20 days and will continue to do so indefinitely. It is therefore appropriate Ms. Stevens to be compensated for the work she is performing. Humboldt County Probation Department requests that your Board approve this request for the out-of-class- temporary pay assignment

FINANCIAL IMPACT:

The total difference in salary and benefit cost is \$1.47/hour. Since this assignment will be retroactive going back to April 2021, the total estimated cost, should the assignment extend to the end of Fiscal Year 2021/22, is \$3,881. Sufficient funding is available in the Probation Juvenile Hall budget

(1100234), due to salary savings from both the incumbent having exhausted leave accumulations, and from other staff vacancies.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to approve this assignment of acting supervisor out-of-class temporary pay assignment of Melissa Stevens as Food Services Supervisor. However, that is not recommended as this would create a significant hardship for the Probation Department in meeting the nutritional needs of youth housed in the Juvenile Hall.

ATTACHMENTS:

1. Letter from the Chief Probation Officer granting his approval to the request for acting supervisor out-of-class pay assignment from Correctional Cook to Food Services Supervisor for Melissa Stevens

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A