



# COUNTY OF HUMBOLDT

For the meeting of: 3/7/2023

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File #: 23-163

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Advance Salary Step from Step A to Step B for Tana Reynolds, Permit Specialist II

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the advanced salary step for Tana Reynolds, Permit Specialist II (Class 0325B, Range 409) from Step A to Step B.

**SOURCE OF FUNDING:**

Permit fees (203000) and existing General Fund allocation (1100)

**DISCUSSION:**

The Planning and Building Department is requesting approval to advance the salary step for Tana Reynolds from her current Step A to Step B. Ms. Reynolds was hired as a Permit Specialist I effective February 7, 2022. She has recently been recommended for a promotion from Permit Specialist I to Permit Specialist II.

Ms. Reynolds's performance since her hire has been excellent, and she has continued to excel and improve upon her planning and building knowledge and skills.

Ms. Reynolds has been in the position for one year and has been able to move projects forward during this time, even when overloaded with tasks. As a Permit Specialist, Ms. Reynolds has been a quick study of the County policy and procedures associated with her position and has exceeded expectations in her ability to take on advanced detailed work. While performing her daily tasks, Ms. Reynolds works independently in processing permits, reading and interpreting plot plans and construction plans, explaining rules, regulations, processes and procedures and interactions with the public. As previously discussed, Ms. Reynolds's recent promotion to a Permit Specialist II supports the advanced step increase beyond an entry-level Permit Specialist. For these reasons, the Planning and Building Department is seeking an advanced step increase for Ms. Reynolds, to Permit Specialist II, Step B.

This increase will put her closer to the salary of more experienced Permit Specialists II who are tasked with larger and/or more complicated assignments.

**FINANCIAL IMPACT:**

<b>Expenditures (1100262)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses ( <b>Salary and Employee benefits</b> )	\$1401.00		
Additional Appropriation Requested	0		
<b>Total Expenditures</b>	<b>\$1401.02</b>		

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

**Narrative Explanation of Financial Impact:**

The cost of this increase is approximately \$1,401.00, including taxes, insurance and the California Public Employees Retirement System (CalPERS) contribution. The current budget will accommodate this increase. This action will accelerate Ms. Reynolds’s salary step actions by 6 months.

**STRATEGIC FRAMEWORK:**

This action supports your Board’s Strategic Framework priority of investing in county employees .

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose to deny the advanced salary step. This is not recommended because recognizing the valuable contribution of our employees helps attract and retain qualified individuals.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A