



COUNTY OF HUMBOLDT

For the meeting of: 5/24/2022

File #: 22-611

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Salary Step Increase for Extra Help Engineering Aide and Extension of Extra Help Hours in Roads, Engineering for Sam Kiser (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a salary step increase for Extra Help Engineering Aide, Sam Kiser, (Class 0324, Salary Range 364) from Step 1A to Step A, effective May 29, 2022, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required); and
2. Authorize the extension of extra-help employment hours for Extra Help Engineering Aide, Sam Kiser, to a maximum of 1,920 hours for fiscal year 2021-2022 (4/5 vote required).

SOURCE OF FUNDING:

Road Fund (1200)

DISCUSSION:

On May 14, 2021, the Engineering Division of the Humboldt County Department of Public Works ("Public Works") held oral examinations for the position of Extra Help Engineering Aide, and Sam Kiser was hired for the position. Mr. Kiser has gained proficiency in performing the duties of Extra Help Engineering Aide, and the materials testing certifications he has earned are listed in Attachment 1. Public Works is requesting a salary step increase for Mr. Kiser from his current position as Extra Help Engineering Aide Step 1A to Step A, effective May 29, 2022. The request to move Mr. Kiser to Step A of the Extra Help Engineering Aide salary range is an effort to fairly compensate him for his experience, skill, knowledge and the quality of work he has successfully taken on, and continually accomplishes, during his employment with the County of Humboldt.

Mr. Kiser plans to continue to work in the Humboldt County Materials Testing Laboratory, providing significant savings in training costs. Accordingly, Public Works is requesting an extension of hours to the total of 1,920 for the remainder of fiscal year (FY) 2021-22. To date Mr. Kiser has worked a total of 798.75 hours. The requested extension of extra-help hours is necessary to maintain the level of services provided by, and maintain the workload of, the Humboldt County Materials Testing Laboratory.

FINANCIAL IMPACT:

This position is funded through the Road Fund. If the salary increase and extension of extra help hours are approved effective May 29, 2022, the increased cost for the remainder of FY 2021-22 would be an estimated \$6,283. This is based on Mr. Kiser working 40 hours per week. Due to a vacant position, there are sufficient funds in the approved FY 2021-22 Road Fund budget to support the additional costs associated with the salary increase and extension of extra help hours for this position. As a result, the recommended action will not impact the Humboldt County General Fund

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. Sam Kiser's Materials Testing Certifications

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A