



OF HUMBOLDT

AGENDA ITEM NO.

C-7

For the meeting of: December 6, 2016

Date: November 8, 2016

To: Board of Supervisors

From: Connie Beck, Director *CB*
Department of Health and Human Services

Subject: Authorize Temporary Increase in pay for Brittany Nelson, Senior Fiscal Assistant pursuant to Article 12.4.1 of the AFSCME Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. It is recommended that the Board of Supervisors authorize temporary increase in pay for Senior Fiscal Assistant, Brittany Nelson (Class 0124, Range 343) as though promoted to Fiscal Services Supervisor (Class 1149, Range 372) beginning December 18, 2016 and continuing until the incumbent returns.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

On November 20, 2016 Ms. Nelson assumed the principle duties of the Fiscal Services Supervisor in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends December 17, 2016. The Department of Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the incumbent returns from approved leave.

Prepared by Yvonne Winter, Deputy Director - ES

CAO Approval *Christina J. J.*

REVIEW:

Auditor *MSM*

County Counsel _____

Personnel *WJ*

Risk Manager _____

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* / Seconded by Supervisor *Bass*

- Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
- Nays _____
- Abstain _____
- Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 6, 2016*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The increased monthly cost of a Fiscal Services Supervisor (Class 1149, Range 372) from a Senior Fiscal Assistant, Brittany Nelson (Class 0124, Range 343) is \$302.39 through December 31, 2016 and \$308.46 effective January 1, 2017. Approval of the continuance of the acting supervisor from December 18, 2016 until the incumbent returns from approved leave, is estimated at \$1,988.21 for the remainder of the 2016-17 fiscal year. This position resides in fund 1160, budget unit 511 (Social Services) and is funded through federal, state and local funds. There is sufficient appropriation to cover this request due to unexpected salary savings. There is no impact to the county general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

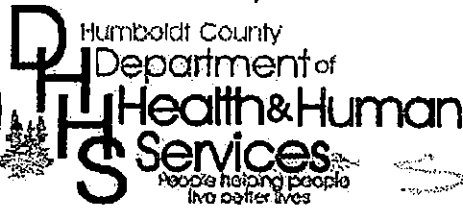
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1



Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

RECEIVED

NOV 11 2016

PERSONNEL DEPT.

Date: November 8, 2016
To: Brittany Nelson
From: Connie Beck, Director
RE: Out of Class Assignment

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of a Fiscal Services Supervisor (FSS) as the current FSS is on approved leave.

This assignment is effective November 20, 2016 and ending December 17, 2016; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Fiscal Services Supervisor class. Should the assignment continue beyond 20 consecutive work days, a request will be made to the Board of Supervisors to extend your additional compensation until the FSS returns to the position.

Connie Beck, Director

Dan Fulks, Human Resources Director



Mental Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096