



COUNTY OF HUMBOLDT

For the meeting of: 9/3/2019

File #: 19-1254

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Temporary Increase in Pay for Kristin Kovacs, Administrative Services Officer, Pursuant to Resolution No. 18-82 Regarding Compensation Plans for Designated Management and Confidential Employees

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Administrative Services Officer, Kristin Kovacs, (Class 0776, Range 435) as though promoted to Risk Manager (Class 0700, Range 491) effective the pay period following Board approval and continuing until the position is filled on a permanent basis or other solution is identified.

SOURCE OF FUNDING:

Insurance Internal Service Fund 3520 359

DISCUSSION:

On July 29, 2019, your Board appointed Kelly Barns as the Interim Human Resources Director. Ms. Barns left her position as Assistant Director of Human Resources to accept this appointment. Since that time, Risk Manager Kacy Green was assigned to perform the principle duties of Assistant Human Resources Director for the office in accordance with Resolution No. 18-82, Other Benefits, Section K. In Ms. Green's absence as Risk Manager, Administrative Services Officer Kristin Kovacs was assigned to perform the principle duties of Risk Manager for the office in accordance with Resolution No. 18-82, Other Benefits, Section K. Ms. Kovacs has already been working in the position beyond 10 days as required by Section K, and is expected to remain in this position until Ms. Green returns to the position or the department takes other action.

FINANCIAL IMPACT:

The increased monthly costs of a Risk Manager (Class 0700, Range 491, Step 1A) from an Administrative Services Officer, Kristin Kovacs, (Class 0776, Range 435, Step C) is \$765.00. Approval of the continuance of the acting Risk Manager is estimated at \$7,650.00 for the rest of the fiscal year (FY) 2019-20 and will be funded through the Human Resources - Risk Management budget (3520-359). This position was already budgeted for in FY2019-20 and this item is not expected to

affect the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to grant out of class pay for Ms. Kovacs. This is not recommended as Ms. Kovacs is already taking on the principal duties of another position outside her current class.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: [Click or tap here to enter text.](#)

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