



COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

File #: 24-207

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize a Temporary Increase in Pay for Corin Balkovek, Librarian II, Retroactively Pursuant to Article 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) (4/5th Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a retroactive temporary increase in pay for Librarian II, Corin Balkovek, (Class 0653B, Range 401, Step D) as though promoted to Supervising Librarian (Class 0658, Range 443) effective Jan. 23, 2024, and continuing until the permanent Supervising Librarian position is filled. (4/5th Vote Required)

SOURCE OF FUNDING:

Library Fund (1500621)

DISCUSSION:

On Dec. 10, 2022, the Library's Supervising Librarian: Youth Services, Jeanine Lancaster retired. The library ran a nationwide recruitment for the position and was unable to hire a suitable candidate from the pool of applicants. Library leadership suspended this recruitment with the hopes that a newly recruited Division Manager for Adult and Youth Services would be actively involved in helping fill the Supervising Librarian for this vacancy. Unforeseen delays in that recruitment, pushed the Supervising Librarian responsibilities to various library personnel. With the retirements of multiple senior leadership staff, this model is not sustainable. The library is asking that Corin Balkovek temporarily perform the principal duties of Supervising Librarian for the Humboldt County Library youth services in accordance with AFSCME MOU section 12.4.1. Ms. Balkovek is expected to work beyond 20 days as a Supervising Librarian until the position is filled.

Narrative Explanation of Financial Impact:

The increased monthly salary and benefit expense for a Supervising Librarian (Class 0658, Range 438, Step 1A) from a Senior Library Assistant, (Class 0657, Range 359, Step E) for eight weeks is approximately \$792. Funding is available through salary savings due to current vacant Library positions included in the fiscal year 2023-24 adopted budget in 1500621. This item will not impact the General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Staffing impact directly affects the identified employee as Corin Balkovek in assuming the acting supervisor role.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to grant acting supervisor pay for Ms. Balkovek. However, this is not recommended as it would not allow the employee to be fairly compensated for conducting the principal duties of the Supervising Librarian.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A