



AGENDA ITEM NO.
C18

COUNTY OF HUMBOLDT

For the meeting of: December 19, 2017

Date: December 4, 2017

To: Board of Supervisors

From: Maggie Fleming, District Attorney *m.fleming*

Subject: Advanced Step Increase for Senior Legal Secretary, Marian Hancock. (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a step increase for Marian Hancock, Senior Legal Secretary (class 1140, position 01) from Step D (range 357) for the advance to Step E (range 357) and the effective date for the advance to Step E is retroactive to September 25, 2017, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required);

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Marian Hancock had been selected to fill the Senior Legal Secretary position at the District Attorney's office. She began working in this position on September 25, 2017, and due to an internal clerical error the prior approval for hiring Mrs. Hancock as a Senior Legal Secretary, Step E was not requested from the Board. She was processed as a Senior Legal Secretary and the step placement was processed in accordance

Prepared by Rachelle Davis CAO Approval *[Signature]*

REVIEW:	Auditor <u>MSM</u>	County Counsel _____	Human Resources <u>LD</u>	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Sundberg Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Bass, Bohn, Wilson

Nays _____

Abstain _____

Absent _____

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

Dated: 12/19/17

By: *[Signature]*

Kathy Hayes, Clerk of the Board

with the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) and Merit Systems Rules at a Step D.

Pursuant to *Goleta Educators Assn V Dall'armt* (1977) 68 Cal App 3d 830 and other case law, retroactive salary increases do not constitute unconstitutional extra compensation for services already rendered, and is therefore allowable in this instance.

Marian Hancock has been employed by the District Attorney's Office since September 1985 and has worked in the position of Legal Secretary for the past 20 years. She has provided direction and training to support staff, prepared and drafted numerous legal pleadings, briefs, legal documents and correspondence, while calendaring and scheduling court dates and communicates well with attorneys, clerical staff, and investigators. Mrs. Hancock's skill and knowledge of the court procedure and legal document requirements have provided a valuable resource for others in the District Attorney's office.

For the reasons stated above and due to Marian Hancock's lengthy and valuable work experience it is appropriate to promote her position as Senior Legal Secretary, to Step E. The District Attorney requests the Board to authorize a Step increase in accordance with the AFSCME MOU and Merit Systems Rules, and that the pay increase be calculated retroactively to September 25, 2017.

FINANCIAL IMPACT:

Mrs. Hancock was classified as a Senior Legal Secretary Step D (salary range 357) and has been receiving pay of \$1,748.64 per pay period since September 25, 2017. The increase to Step E is an additional \$89.43 a pay period.

In total, the financial impact would be approximately \$447.15 in retroactive pay. Going forward, as described above, the increase for the remainder of fiscal year 2017-18 would be approximately \$1,252.02. There are sufficient funds in District Attorney Budget (1100205) as the anticipated position was taken into account during fiscal year 2017-18 budget planning.

This item supports the Boards Strategic Framework by providing county core services at community appropriate levels of service, manage county resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the request. This alternative is not recommended because it would not provide fair compensation to the employee who has extensive knowledge and expertise based on her history with the county.

ATTACHMENTS: No attachments