



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-11

For the meeting of: 2/10/15

Date: 2/4/2015
To: Board of Supervisors
From: Kelly Sanders, County Clerk-Recorder-Registrar of Voters
Subject: Advance Salary Request for Samantha Carns, Recordable Document Examiner I
(4/5 Vote Required)

RECOMMENDATION(S):

- 1. Approve an advance salary step for Recordable Document Examiner I, Step 1A, Samantha Carns, to Recordable Document Examiner I, Step B, retroactive to date of hire on October 20, 2014, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING: 1100 General Fund

DISCUSSION: Samantha Carns was hired by the County Clerk / Recorder on October 20th, 2014 with the understanding the she would come in at a salary level commensurate with her pay as a Court Legal Process Clerk I at the salary level of \$13.28 per hour. In addition to Ms. Carns experience with the courts, she has immeasurable experience and knowledge in the County Clerk / Recorder's office having worked in an extra-help position from 2007 to 2012. During Ms. Carns time in the County Clerk / Recorder's office, she has acquired and gained vast knowledge of the process and functions of the department. Ms. Carns brings efficiency and skill to the department which greatly benefits the county.

On January 6, 2015, your Board took action to approve an advance salary request for Ms. Carns, agenda item C-11. However, due to a clerical error the recommendation did not contain the appropriate language to make this advance salary request retroactive to Ms. Carns' start date. This language is now included in this agenda item. The County Administrative Office can process advanced salary requests prior to an employee's start date. Due to an oversight by the department, this request was not submitted and is now

Prepared by Kelly E. Sanders CAO Approval Tracy Rosen
REVIEW: Auditor KE County Counsel BA Personnel Randy Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Sundberg Seconded by Supervisor Bass
Ayes Sundberg, Lovelace, Fennell, 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: Feb. 10, 2015
By: Ann Hurlburt
Kathy Hayes, Clerk of the Board

before your Board for consideration.

FINANCIAL IMPACT:

The placement of Ms. Carns at an advanced step will not have a significant financial impact. The position was vacated in late June after the submission of the 2013-14 budgets and was previously filled by an employee at Salary Step E. Because the position was not filled until October, and because Ms. Carns is coming in at a lower step, there will be an estimated overall salary savings of \$13,465.00 for this fiscal year. Hiring an employee with the knowledge and experience of the department has also saved the county indirect costs of training and use of other staff time.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

Memo from Carolyn Crnich.

Ben,

As I mentioned to you earlier, Kelly and I decided to hire Samantha Carnes. When you do the PPAF, please indicate that she will start at the B step. I believe that is the closest to and a tiny bit higher than her current salary down stairs. She will start on October 20th.

Carolyn