



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-16

For the meeting of: July 25, 2017

Date: June 15, 2017

To: Board of Supervisors

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

Subject: Authorize Temporary Increase in pay for Naoko Rivera, Accounting Systems Analyst 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 Accounting Systems Analyst, Naoko Rivera, (Class 0692, Range 412) as though promoted to Fiscal Officer (Class 0185, Range 419) beginning August 7, 2017 and continuing until the position is filled.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The current Fiscal Officer has retired effective July 7, 2017. On June 10, 2017 Ms. Rivera assumed the principle duties of the Fiscal Officer in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends August 4, 2017. The Department of

Prepared by Connie Hagquist, Staff Services Analyst - ES CAO Approval **E. B. Martinez**

REVIEW: Auditor **MSM** County Counsel _____ Personnel **KAB** Risk Manager _____ Other _____

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 Wilson Seconded by Supervisor Fennell
Ayes Fennell, Wilson, Sundberg
Nays _____
Abstain _____
Absent Bass, Bohn

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

Dated: July 25, 2017

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

Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the position is filled.

FINANCIAL IMPACT:

The temporary assignment of 1.0 FTE Accounting Systems Analyst to 1.0 FTE Fiscal Officer is calculated to cost \$115.75 for salary and benefits per pay period, not to exceed Three Thousand One Hundred Sixty Dollars (\$3,160) for FY 2017-18. This additional expenditure is reimbursable through Medi-Cal Federal Financial Participation, Mental Health Services Act and Behavioral Health Realignment. There is adequate appropriation in DHHS-Mental Health Administration budget unit 424 to accommodate this additional expenditure, due to salary savings from vacant positions.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

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

Date: June 15, 2017
To: Naoko Rivera, Accounting Systems Analyst
From: Connie Beck, Director
RE: Assignment of Supervisor's Duties

RECEIVED

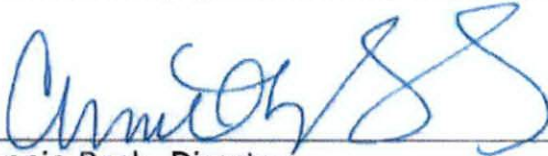
JUN 27 2017

PERSONNEL DEPT.

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Fiscal Officer as the current Fiscal Officer position will be vacant effective July 8, 2017. This assignment is effective July 10, 2017 and ending August 4, 2017; 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 Officer class. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the Fiscal Officer position is filled.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.



Connie Beck, Director



Dan Fulks, Human Resources Director

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

Public Health
phone: (707) 445-8200
fax: (707) 445-8097

Social Services
phone: (707) 476-4700
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