



# COUNTY OF HUMBOLDT

For the meeting of: 5/19/2020

---

File #: 20-548

---

**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**SUBJECT:**

Authorize a Temporary Increase in Pay for Jessica Bradbury Administrative Analyst I Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Administrative Analyst I Jessica Bradbury (class 0626A, range 384) as though promoted to Budget Specialist (class 0117, range 454) beginning May 16, 2020 and continuing until the incumbent returns from assignment at Emergency Operations Center (EOC) during the COVID-19 pandemic.

**SOURCE OF FUNDING:**

Public Health Fund

**DISCUSSION:**

The current Budget Specialist is temporarily reassigned to the EOC during the COVID-19 pandemic. On April 20, 2020, Jessica Bradbury assumed the principle duties of the Budget Specialist in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days; which ended May 15, 2020. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve continuance of the acting supervisor salary until the incumbent returns from temporary reassignment.

**FINANCIAL IMPACT:**

The increased monthly cost of a Budget Specialist (class 0117, range 454) from an Administrative Analyst I, Jessica Bradbury (class 0626A, range 384) is \$980.36. Approval of the continuance of the acting supervisor from May 15, 2020 until the incumbent returns from the EOC assignment is estimated at \$3,921.44 for the remaining pay periods in fiscal year 2019-2020 and will be funded through Public Health Administration Fund 1175, Budget Unit 400. There is sufficient appropriation in the approved fiscal year 2019-20 Budget to accommodate the cost increase due to vacancies. There is no impact to the County General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would have a negative impact on DHHS Fiscal to meet the need of DHHS staff.

**ATTACHMENTS:**

1. Assignment of Supervisor Duties 12.4.1

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: 20-548