



COUNTY OF HUMBOLDT

For the meeting of: 6/25/2024

File #: 24-995

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Promotional Step Placement Correction

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a retroactive promotional step placement at step C for Senior Document Examiner, Jason Cotter, in Budget Unit 271 effective Nov. 12, 2023, per Salary Resolution Section 7 (4/5 Vote).

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

On Jan. 23, 2024, your Board approved an Advanced Salary Step Request per salary resolution section 7 related to Senior Recordable Documents Examiner Jason Cotter.

The item brought to your Board on Jan. 23, 2024, was intended to correct the promotional step placement extended to Mr. Cotter in the offer of promotion that he received but was based on errant information in the County of Humboldt Compensation Schedule. The recommendation brought to your Board on Jan. 23, 2024, unfortunately only resulted in Mr. Cotter receiving a step increase going forward.

Upon approval by your board, this item will authorize Human Resources and County Payroll to correct Mr. Cotter's step placement retroactively to the time of his promotion, Nov. 12, 2023, and additionally correct any subsequent step increases that Mr. Cotter was eligible for from that date forward.

SOURCE OF FUNDING:

General Fund - Clerk Recorder (1100-271)

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY23-24	FY24-25 Projected*	FY25-26 Projected*
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Budgeted Expenses	<u>1,008.75</u>	<u>75,379.44</u>	<u>N/A</u>
Additional Appropriation Requested		<u>N/A</u>	<u>N/A</u>
Total Expenditures	<u>1,008.75</u>	<u>75,379.44</u>	<u>N/A</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (Fund, Budget Unit) FY23-24FY24-25 Projected*FY25-26 Projected*			
General Fund	<u>0.00</u>	<u>N/A</u>	<u>N/A</u>
State/Federal Funds	<u>0.00</u>	<u>N/A</u>	<u>N/A</u>
Fees/Other	<u>1,008.75</u>	<u>75,379.44</u>	<u>N/A</u>
Use of Fund Balance	<u>0.00</u>	<u>N/A</u>	<u>N/A</u>
Contingencies	<u>0.00</u>	<u>N/A</u>	<u>N/A</u>
Total Funding Sources	<u>1,008.75</u>	<u>75,379.44</u>	<u>N/A</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

There are sufficient funds in the Clerk Recorder budget, 1100271 for this request. The Senior Recordable Documents Examiner position was vacated at Step E creating salary savings in the 2023-24 fiscal year (FY) and has been included in the proposed FY 2024-25 budget for the Clerk Recorder, 1100271. This position is funded through fee dollars generated by providing services to residents.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Senior Recordable Documents Examiner	2710158-01	C	0	0

Narrative Explanation of Staffing Impact:

There is no staffing impact related to the recommended action.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve staff recommendations. This is not recommended as Mr. Cotter was offered a promotion based on errant information and this action will rectify that offer.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: January 23, 2024

File No.: 24-51