



COUNTY OF HUMBOLDT

For the meeting of: 4/22/2025

File #: 25-554

To: Board of Supervisors

From: County Counsel

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Advanced Salary Step Increase for Acting Assistant County Counsel, Natalie Duke (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advanced salary step increase for Natalie Duke, Acting Assistant County Counsel (class 0603, salary range 610) from Step B to Step E, effective as of the beginning of the pay period immediately following approval, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required); and
2. Direct the Clerk of the Board to provide the County Counsel's Office with one (1) fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

On April 17, 2022, Natalie Duke became the Acting Assistant County Counsel (class 0603, salary range 610). Due to the County of Humboldt's rules pertaining to out-of-class compensation, Ms. Duke has been at Step B for the past three years. Approval of an advanced salary step increase from Step B to Step E is needed to obtain parity, equity, uniformity and consistency in the County Counsel's Office, in addition to compensating Ms. Duke in accordance with her experience and qualifications.

SOURCE OF FUNDING:

General Fund (1100-1121)

FINANCIAL IMPACT:

<i>Expenditures (1100-121)</i>	FY24-25
Budgeted Expenses	\$4,060.80
Total Expenditures	\$4,060.80
<i>Funding Sources (1100-121)</i>	FY24-25
General Fund	\$4,060.80
Total Funding Sources	\$4,060.80

If the advanced salary step increase from Step B to Step E is approved, the increased cost for fiscal year 2024-2025 will be approximately Four Thousand Sixty Dollars and Eighty Cents (\$4,060.80). Due to vacant positions, there is sufficient funding in the approved fiscal year 2024-2025 budget for County Counsel budget,1100-121, to support the additional costs associated with the advanced salary step increase for the Acting Assistant County Counsel position. As the General Fund allocations have already been budgeted and approved for fiscal year 2024-2025, approval of the requested advanced salary step increase will not further impact the Humboldt County General Fund.

STAFFING IMPACT:

Approval of the requested advanced salary step increase for the Acting Assistant County Counsel position will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: None

File No.: None