



COUNTY OF HUMBOLDT

For the meeting of: 3/17/2020

File #: 20-191

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Authorize a Temporary Increase in Pay for Mandy Gentle-Martin, Staff Services Analyst II 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 Staff Services Analyst II, Mandy Gentle-Martin (class 0391B, range 417) as though promoted to Staff Services Manager (class 0395, range 462) beginning February 8, 2020 and continuing until the incumbent returns from approved leave.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The current Staff Services Manager is on approved leave effective June 14, 2019. On January 13, 2020, Mandy Gentle-Martin assumed the principle duties of the Staff Services Manager in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days; which ended February 7, 2020. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisor approve continuance of the acting supervisor salary until the incumbent returns from approved leave.

FINANCIAL IMPACT:

The increased monthly cost of a Staff Services Manager (class 0391, range 417) from a Staff Services Analyst, Mandy Gentle-Martin (class 0395, range 462) is \$2,507.22. Approval of the continuance of the acting supervisor from February 8, 2020 until the incumbent returns from approved leave is estimated at \$12,536.08 and is funded through Fund 1160, Budget Unit 511 Social Services. There is sufficient appropriation in the approved Fiscal Year (FY) 2019-20 Budget to accommodate the cost increase due to vacancies. There will be a temporary impact to the County General Fund (CGF) until such time as the revenue journals submitted for posting are caught up to current for Fund 1160 Budget Unit 511 and will pay back the interfund loan from the CGF.

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 needs of DHHS staff.

ATTACHMENTS:

1. Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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