



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

File #: 25-1421

To: Board of Supervisors

From: Probation

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Accelerated Salary Step Advancement Request for Probation Officer I, Desirae Hadley Cruz (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an accelerated salary step advancement request for Desirae Hadley Cruz (currently Step 1A, salary range 426, class 0473A) to Step C (Step C, salary range 426, class 0473A) effective the pay period following board approval. (4/5 Vote Required)

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Ms. Hadley Cruz joined the Probation Department Aug. 17, 2025, as a Probation Officer I. Prior to coming to Probation, Ms. Hadley Cruz worked for the Humboldt County Public Defender as an Investigator. This prior experience has resulted in a more advanced knowledge of the justice system compared to most new hires. This knowledge and experience is directly applicable to her work as a Probation Officer and has resulted in her working at a more advanced level. Deputy County Administrative Officer, Sean Quincey, has given his support for this accelerated salary step advancement, however, because Ms. Hadley Cruz is already beyond her first 30 days of employment, Board approval is required for this action.

SOURCE OF FUNDING:

General Fund Allocation, 1100235

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	<i>FY25-26</i>	<i>FY26-27 Projected*</i>	<i>FY27-28 Projected*</i>
<i>Budgeted Expenses</i>	74,485	<u>67,036</u>	<u>70,467</u>
<i>Additional Appropriation Requested</i>	0		
<i>Total Expenditures</i>	74,485	<u>67,036</u>	<u>70,467</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	FY25-26	FY26-27 Projected*	FY27-28 Projected*
General Fund	74,485	67,036	70,467
State/Federal Funds			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	74,485	67,036	70,467

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

It is estimated that this advanced step will cost the Probation Department an additional \$5,064 in Fiscal Year (FY) 2025-26, however there are sufficient salary savings due to this position being included in the FY 2025-26 budget as a Probation Officer II, step E, due to it being filled by another employee at the time of budget submission. This position is funded by the General Fund and there is sufficient revenue in Probation's annual allocation to support this action.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Additions Step)	Deletions (Number)
N/A	N/A	N/A	0

Narrative Explanation of Staffing Impact:

There is no staffing impact due to granting this advanced step request. The position Ms. Hadley Cruz has accepted was allocated as part of the Probation Department's FY 2025-26 budget.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the advanced step request; however, this is not recommended as the prior experience Ms. Hadley Cruz brings to Probation is a benefit to the department.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A