



# COUNTY OF HUMBOLDT

For the meeting of: 11/9/2021

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File #: 21-1568

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**SUBJECT:**

Retroactive Advanced Salary Step Request for Legal Office Services Supervisor, Veronnica Dellis (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve a retroactive advanced step increase for Veronnica Dellis, Legal Office Services Supervisor (AFSCME, class 1150, salary range 384) from Step 1A to Step C, effective as of the promotion date of October 4, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**SOURCE OF FUNDING:**

General Fund, Budget Unit 1100-221 Sheriff Operations

**DISCUSSION:**

The Sheriff's Office ("HCSO") Records Division conducted a recruitment for a Legal Office Services Supervisor. There were only 2 applicants that met the minimum qualifications of the position. After conducting the oral examination, Veronnica Dellis (an HCSO employee) was the most qualified candidate and was selected. Given Ms. Dellis' prior experience as a supervisor and her experience in the HCSO Records and Civil Divisions, she has requested a higher step increase than the standard 5% for a promotion. HCSO believes this advanced step increase is warranted given the scope of this supervisor position. The HCSO Legal Office Services Supervisor position is responsible for the administrative staff in the Records Division and Civil Division. There is also a co-responsibility for supervision of records related work being performed by administrative staff at the McKinleyville Station, Garberville Station and Coroner's Office. Additionally, Ms. Dellis has six years of prior experience supervising a staff of thirteen and has two and a half years of experience with the HCSO Records and Civil Divisions where she has excelled in developing her knowledge and skills. Based on this experience and the scope of the position, the step increase recommended by HCSO leadership is Step C. The advanced step is considered to be in the public's best interest to promote and retain a valued employee with this level of experience and responsibility.

**FINANCIAL IMPACT:**

This position is funded through the general fund budget unit 1100-221 Sheriff Operations. If the advanced step increase is approved retroactive to Oct. 4, 2021, for Ms. Dellis, the increased cost for the remainder of the fiscal year (FY) 2021-22 would be an estimated \$7,183.52. Due to vacant positions, there are sufficient funds approved in (FY) 2021-22 Sheriff Operations budget to support this additional cost. As a result, the recommended action will not impact the Humboldt County General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by investing in county employees .

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Board discretion.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A