



COUNTY OF HUMBOLDT

For the meeting of: 1/8/2019

File #: 19-7

To: Board of Supervisors

From: Treasurer/Tax Collector

Agenda Section: Consent

SUBJECT:

Assignment of Acting Supervisor Out of Class Temporary Pay Assignment of Suzanne Hernandez from Senior Revenue Recovery Officer to Program Coordinator

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the acting supervisor out of class temporary pay assignment of Suzanne Hernandez from Senior Revenue Recovery Officer (Class 1199, Range 379) to Program Coordinator (Class 0425, Range 436) pursuant to American Federation of State, Municipal and County Employees (AFSCME) Memorandum of Understanding section 12.4, retroactively to January 1, 2019.

SOURCE OF FUNDING:

1100114

DISCUSSION:

Your Board approved item 18-1312 (Attachment 1) on November 13, 2018 to revise the county's collection of court-ordered debt and debt owed the county by entering into negotiations with the Court to establish a new cooperative plan, and also transition county debt collection to using a third party collector, or back to the department to which the debt is obligated, versus fulfilling those collection activities through the Revenue Recovery Division (RRD). That transition has begun and the flow of indebted accounts being assigned to the RRD for collection is slowing and as was expected RRD staff are seeking and finding other county employment. Yolanda Ellsworth the Program Coordinator for the RRD has secured a similar position with county DHHS and began full time work there as of January 1, 2019. In preparation for Ms. Ellsworth's departure Suzanne Hernandez has been training to take over the Program Coordinator position to fulfill critical month-end, and state reporting, along with disbursement duties of that position. She therefore should be assigned to, and be compensated appropriately for, that Program Coordinator position.

This request is before your Board because Ms. Hernandez will be the Program Coordinator for more than 20 days and will continue in that position until a new cooperative plan has been established with the Court. The Treasurer-Tax Collector anticipates RRD operations will gradually decline through

much or all of the remaining fiscal year until the new cooperative plan with the court is in place per that agreement.

Because the RRD is working systematically towards its own obsolescence, and because Ms. Hernandez is fully capable and competent to fulfill the position, there is no need to now recruit for filling the Program Coordinator position. Therefore the Treasurer-Tax Collector requests that Ms. Hernandez be assigned to that position and be paid accordingly until activation of the new cooperative plan with the Court.

The Human Resources Department has been consulted about this assignment and supports this request as appropriate under the circumstances.

FINANCIAL IMPACT:

The total cost in salary and benefit expense associated to this out of class assignment for the remainder of fiscal year 2018-19 is \$1565. Funding is available through salary savings due to the current vacant positions which are not anticipated to be filled.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Not approving this out of class assignment of Ms. Hernandez to fulfill the functions of the Program Coordinator position. The Treasurer-Tax Collector strongly recommends against this alternative because Ms. Hernandez is fulfilling vital duties and responsibilities that are essential to the RRD until a new cooperative agreement with the Court is in place.

ATTACHMENTS:

1. Cooperative Agreement with Court

PREVIOUS ACTION/REFERRAL:

Board Order No.: 18-1312

Meeting of: 11/13/18