



# COUNTY OF HUMBOLDT

For the meeting of: 1/23/2024

File #: 24-51

**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Advanced Salary Step Request for Senior Recordable Documents Examiner Position (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an advanced step appointment for Senior Document Examiner, Jason Cotter, in Budget Unit 271 from salary step "B" to salary step "C" effective at the beginning of the pay period immediately following approval (4/5 vote required).

**SOURCE OF FUNDING:**

General Fund - Clerk Recorder (1100-271)

**DISCUSSION:**

Staff request approval to adjust the salary for Jason Cotter, Senior Recordable Documents Examiner, due to a clerical oversight in the offer letter given and agreed to by Mr. Cotter. To rectify this and honor the offer made, staff recommend adjusting Mr. Cotter's salary to \$23.08, corresponding to Step C, Range 365.

**FINANCIAL IMPACT:**

<b>Expenditures (1100,271)</b>	<b>FY23-24</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	<b>1,211,355.00</b>	n/a	n/a
Additional Appropriation Requested	0.00	n/a	n/a
<b>Total Expenditures</b>	<b>1,211,355.00</b>	<b>n/a</b>	<b>n/a</b>
<b>Funding Sources (1100,271)</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
General Fund	0.00	n/a	n/a
State/Federal Funds	0.00	n/a	n/a

Fees/Other	1,211,355.00	n/a	n/a
Use of Fund Balance	0.00	n/a	n/a
Contingencies	0.00	n/a	n/a
<b>Total Funding Sources</b>	<b>1,211,355.00</b>	<b>1,211,355.00</b>	<b>1,211,355.00</b>

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

**Narrative Explanation of Financial Impact:**

There are sufficient funds in the Clerk Recorder budget, 1100271 for this request. The Senior Recordable Documents Examiner position was vacated at Step E creating salary savings in the current fiscal year (FY23-24). This position is funded through fee dollars generated by providing services to residents.

STRATEGIC FRAMEWORK:

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

Core Roles: N/A

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny the staff's recommendations. However, this alternative is not recommended as appropriate staffing will be lost and retainment of qualified staff would be at a loss.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A