



# COUNTY OF HUMBOLDT

For the meeting of: 6/27/2023

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File #: 23-806

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Advanced Salary Step Request for Road Superintendent, Paul Donoho (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an advanced step increase for Paul Donoho, Road Superintendent (class 0201, salary range 472) from Step A to Step B, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**SOURCE OF FUNDING:**

Road Fund (1200)

**DISCUSSION:**

On Feb. 17, 2023, Humboldt County Public Works Roads Division held Oral Examinations for Road Maintenance Superintendent. The chosen applicant has skills and experience that the department believes merit an advanced step in salary.

The applicant, Paul Donoho, had been training in the position of Road Maintenance Superintendent to learn the duties and perform the work of the Road Maintenance Superintendent. Mr. Donoho has performed well above the expectations and has handled the workload efficiently. Since being in the Superintendent position, Mr. Donoho has restarted the Public Works Safety Committee that was shut down during covid; he has written the guidelines for the committee to follow while they perform their work. Mr. Donoho was assigned to complete the task of updating and correcting the Public Works (IIPP) Injury and Illness Prevention Plan, which he has done. Currently, Mr. Donoho is working on a heavy equipment program that the department hopes to initialize next year. Mr. Donoho is also in charge of planning work for the northern road maintenance crews. He has helped these crews with computer skills and worked with them on excel programs and forms used by the department.

Mr. Donoho started work for county road crews in Dec. 2004, working as Road Maintenance Worker I,

and Mr. Donoho was promoted to Road Maintenance Worker II at his one year. Through his years working for county road crews, he continued to promote to Road Maintenance Worker III and then Road Maintenance Supervisor. In Aug. 2022, Mr. Donoho began working as acting Superintendent for the purposes of cross training until March 2023 when he was promoted to the Road Maintenance Superintendent position.

The recommendation to move Mr. Donoho to an advanced step is due to exceeding the minimum requirements for the position, as well as his time served in the acting Superintendent capacity. With his relevant experience, the cost-savings that will be realized by the seamless transition into the higher positions and retention of trained employees.

**FINANCIAL IMPACT:**

<b>Expenditures (1200, 325)</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	\$130,787	\$133,861
<b>Total Expenditures</b>	<b>\$130,787</b>	<b>\$133,861</b>
<b>Funding Sources (1200-325)</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	\$130,787	\$133,861
<b>Total Funding Sources</b>	<b>\$130,787</b>	<b>\$133,861</b>

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

**Narrative Explanation of Financial Impact:**

This position is funded through the Road Fund. If the advanced step increase is approved for Mr. Donoho there are sufficient funds in the adopted Fiscal Year (FY) 2022-23 Roads Maintenance budget to support the additional costs associated with the advanced step increase for this position due to vacant positions. The position was budgeted at a step C for FY 2023-24, so the increase to a Step B will yield salary savings for the remainder of the FY.

**STRATEGIC FRAMEWORK:**

This action supports your Board’s Strategic Framework priority of investing in county employees providing for and maintaining infrastructure

**OTHER AGENCY INVOLVEMENT:**

none

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Board Discretion

**ATTACHMENTS:**

none

**PREVIOUS ACTION/REFERRAL:**

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Board Order No.: N/A

Meeting of: N/A

File No.: N/A