



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2025

File #: 25-104

To: Board of Supervisors

From: Probation

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize Temporary Pay Increase for Brian Corning, Senior Juvenile Corrections Officer, Pursuant to Section 12.4 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize temporary pay increase for Brian Corning (Class 0487, Range 435) as though promoted to Supervising Juvenile Correction Officer (Class 0485, Range 455) beginning on the 21st consecutive workday after the assignment began Jan. 5, 2025, and continuing until such time as the position is filled.

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

Humboldt County Probation operates a 30 bed Juvenile Hall and Secure Youth Treatment Program (SYTP) which is fully staffed at 27.4 FTEs. This is comprised of 1.0 Probation Division Director, 2.0 Juvenile Corrections Facility Managers, 6.0 Supervising Juvenile Corrections Officers, 5.0 Senior Juvenile Corrections Officers, 9.4 Juvenile Corrections Officers I/II, 1.0 Probation Officer, 1.0 Food Services Supervisor and 2.0 Correctional Cooks. At present, there are 11 vacancies for an overall vacancy rate of 40%. Of the 6.0 Supervising Juvenile Corrections Officers, 50% are vacant. These staffing challenges have made adequately staffing the Juvenile Hall challenging. Placing Mr. Corning into an acting supervisor role until such time as the position can be filled, will aid in ensuring that the Probation Department is able to stay in compliance with the Title 15 regulations regarding staffing requirements for juvenile facilities.

SOURCE OF FUNDING:

General Fund 1100-234-1100

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY24-25	FY25-26 Projected*	FY26-27 Projected*
<i>Budgeted Expenses</i>	<u>\$1,669</u>	<u>N/A</u>	<u>N/A</u>
<i>Additional Appropriation Requested</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<i>Total Expenditures</i>	<u>\$1,669</u>	<u>N/A</u>	<u>N/A</u>

*Projected amounts are estimates and are subject to change.

<i>Funding Sources (Fund, Budget Unit)</i>	FY24-25	FY25-26 Projected*	FY26-27 Projected*
<i>General Fund</i>	<u>\$1,669</u>	<u>N/A</u>	<u>N/A</u>
<i>State/Federal Funds</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<i>Fees/Other</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<i>Use of Fund Balance</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<i>Contingencies</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<i>Total Funding Sources</i>	<u>\$1,669</u>	<u>N/A</u>	<u>N/A</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

Approval of the temporary pay increase for Brian Corning (class 0487, range 435) as though promoted to Supervising Juvenile Correction Officer (class 0485, range 455) is calculated to cost an additional \$1,669 for the remainder of Fiscal Year 2024-25. Approval of the temporary pay increase would be funded through the Probation Department's general fund allocation for the Juvenile Hall. There is sufficient appropriation in the approved FY 2024-25 budget to accommodate this cost increase due to vacancies.

STAFFING IMPACT:

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

Narrative Explanation of Staffing Impact:

Due to critical vacancies in the Juvenile Hall, Brian Corning (class 0487, range 435, position 01), will assume the principal duties of a Supervising Juvenile Corrections Officer (class 0485, range 455, position 02) until such time as the position is filled. The temporary pay increase will not increase the overall FTE for fund 1100, budget unit 234 Juvenile Hall.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may opt not to approve this temporary pay increase however that is not recommended as the Juvenile Hall has a critical staff shortage and this temporary measure will improve the Probation Department's ability to staff according to Title 15 regulations.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A