



# COUNTY OF HUMBOLDT

For the meeting of: 1/25/2022

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File #: 22-62

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

SUBJECT:

Advance Salary Step from Step 1A to Step C for Amy Eberwein, Fiscal Assistant II (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the advanced salary step for Amy Eberwein, Fiscal Assistant II, from Step 1A to Step C. (4/5 Vote Required)

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

The Planning and Building Department is requesting approval to advance the salary step for Amy Eberwein from her current Step 1A to Step C. Ms. Eberwein was hired as a Fiscal Assistant I effective October 19, 2020. She has recently been promoted from Fiscal Assistant I to Fiscal Assistant II.

Ms. Eberwein's performance since her hire has been excellent, and she has continued to excel and improve her knowledge and skills in the fiscal tasks associated with her position.

Since Ms. Eberwein's hire, she has assumed demonstrated initiative, the ability to work with clients resolving difficult financial situations and has brought the departmental billing current. Ms. Eberwein handles all the department accounts receivables and has created a regular billing process that has seen a significant increase in department revenue. She also follows up on checks that are not honored by the bank, enters invoices into the accounting system and processes payments to various vendors. Ms. Eberwein also interacts with applicants regarding both current and past due invoices. She completes her assigned tasks in a timely manner and takes those responsibilities seriously. Her work product is both thorough and accurate. Requiring minimal supervision, Ms. Eberwein works far more independently than an entry level employee.

As a Fiscal Assistant II, Ms. Eberwein has been a quick study of the County policy and procedures

associated with her position and has exceeded expectations in her ability to establish and maintain relationships with customers, colleagues, and other county departments. Ms. Eberwein's recent promotion to a Fiscal Assistant II supports the advanced step increase beyond an entry-level Fiscal Assistant II was based upon her outstanding performance and is the basis for asking for placement at Step C. This increase will place Ms. Eberwein at a salary that aligns with her work performance and responsibilities.

FINANCIAL IMPACT:

Approval of this request will accelerate Ms. Eberwein's salary step actions by 30 months. The cost of this increase for the remainder of the current fiscal year is approximately \$3,298.80, including taxes, insurance, and the California Public Employees Retirement System (CalPERS) contribution. The salaries for this budget unit, including the increase associated with this request are funded from permit fees and the current general fund allocation. Due to positions in the budget unit that have remained vacant, the current budget will accommodate this increase and no supplemental budget is requested with this action.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to deny the advanced salary step. This is not recommended because recognizing the valuable contribution of our employees helps attract and retain qualified individuals.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A