



COUNTY OF HUMBOLDT

For the meeting of: 5/24/2022

File #: 22-603

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Temporary Increase in Pay for Kelly Porter, Senior Vocational Counselor, pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU).

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Senior Vocational Counselor Kelly Porter (class 1734, range 411) as though promoted to Employment & Training Program Coordinator (class 0765, range 435) beginning April 16, 2022.

SOURCE OF FUNDING:

Social Services Fund 1190

DISCUSSION:

The current Employment & Training Program Coordinator for the Department of Health and Human Services (DHHS), Social Services Branch, Employment & Training Division (ETD) is on leave. On March 21, 2022, Senior Vocational Counselor Kelly Porter assumed the additional principal duties of the Employment & Training Program Coordinator in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ended on April 15, 2022. DHHS is requesting your Board approve the continuance of the temporary acting supervisor salary for Ms. Porter, effective April 16, 2022, until the duties are assumed by another or the incumbent returns from leave.

FINANCIAL IMPACT:

The increase in salary from Senior Vocational Counselor to Employment & Training Program Coordinator is anticipated to cost an additional \$177 per pay period in salaries and benefits for an anticipated total of \$1,763 for the entirety of the assignment. The increase will be funded in Fund 1190, Budget Unit 597 Employment Training Division. There are sufficient funds available in the approved budget for fiscal year 2021-22 to accommodate this increase due to staffing vacancies.

STRATEGIC FRAMEWORK:

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This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would limit DHHS's ability to maintain continuity in the ETD program.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A