



COUNTY OF HUMBOLDT

For the meeting of: 6/11/2019

File #: 19-805

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Advance Salary Step B for Administrative Analyst II (M/C), Jennifer Corgiat (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advanced salary step for Administrative Analyst II (M/C), Step A, Jennifer Corgiat, to Administrative Analyst II (M/C), Step B, effective March 25, 2019, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

Advanced Planning Revenues

DISCUSSION:

The Planning and Building Department hired Jennifer Corgiat into the position of Program Coordinator effective January 22, 2019. Ms. Corgiat applied for both the Program Coordinator and Administrative Analyst positions. At the time of Ms. Corgiat's initial hire, the Planning and Building Department believed she would be an excellent candidate for Administrative Analyst I/II (M/C), a new position allocated to the Planning and Building Department with Board approval on January 8, 2019. Due to the timeframe between the Board approval and the ability to fill the Administrative Analyst position, the Program Coordinator position became available and Ms. Corgiat was hired to that position.

When the Administrative Analyst I/II (M/C) position became available, Ms. Corgiat applied and was the successful candidate to fill the vacancy as an Administrative Analyst II. This resulted in a promotion from Program Coordinator to Administrative Analyst II. The Planning and Building Department would like to recognize the broad experience that Ms. Corgiat brings to the Administrative Analyst position and, due to her promotion, an advancement to salary Step B requires Board approval because this is a promotion and not a new hire.

Ms. Corgiat was previously employed at Humboldt State University from August 2011 until her hire with the Planning and Building Department. During her tenure at Humboldt State University, she held

positions of increasing responsibility, with her final position there as a Financial Analyst with the Facilities Management Department. While in that position, she provided financial planning, budget analysis and reporting, accounting and accounts management including cost recovery for all units, fourteen (14) departments and programs within, and projects managed by, Facilities Management. Ms. Corgiat was responsible for overseeing the Facilities Management project budgets of approximately \$60.5 million and an operating budget of approximately \$15 million. She was responsible to monitor utilization of all sources of funding with the Unit's scope of authority. Ms. Corgiat also proposed new and innovative budget policies and procedures as needed to facilitate improved fiscal organization, monitoring and transparency.

The Planning and Building Department believes the level of knowledge and experience Ms. Corgiat brings to the position of Administrative Analyst II warrants a starting salary advancement to Administrative Analyst II, Step B. It is in the best interest of the County of Humboldt to attract and retain knowledgeable and experienced employees and this is accomplished in part by compensation reflective of that knowledge and experience.

FINANCIAL IMPACT:

The impact to the fiscal year 2018-19 budget is minimal at approximately \$400.00 due to the fact that Ms. Corgiat held the position for only six (6) weeks (March 6, 2019 through May 3, 2019) before receiving a promotion to the Aviation Department. The financial impact is based on the salary difference between the Administrative Analyst II (M/C) at Step A and the starting salary at Step B as agreed upon between the department and Ms. Corgiat at the time of hire. The financial impact includes PERS, PARS, taxes and insurance. No additional General Fund allocation will be required as a result of 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 not to approve the advanced salary step. This is not recommended as it impairs the ability of the Planning and Building Department to retain qualified employees with the skills necessary to meet the needs of the department.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: 01/08/2019
File No.: 18-1564