



COUNTY OF HUMBOLDT

For the meeting of: 11/9/2021

File #: 21-1587

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Advance Step Request for Administrative Services Officer Michael Schroer and Project Manager Zachary O'Hanen (4/5 Vote Required) pursuant to Section 7 of the Humboldt County Salary Resolution

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve an advance step salary for Michael Schroer, Administrative Services Officer, from Step A to Step C, effective Oct. 31, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required); and
- 2) Approve an advance step salary for Zachary O'Hanen, Project Manager, from Step C to Step E, effective Oct. 31, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required)

SOURCE OF FUNDING:

Risk Management 3520359

General Fund 1100130

DISCUSSION:

Mr. Michael Schroer was selected to fill the Administrative Services Officer position in the Human Resources - Risk Management Department on April 4, 2021, at Step 1A and his current step is Step A. Mr. Schroer quickly demonstrated his ability and skill during the time since his appointment and has been given additional responsibilities.

His advanced skill set is evident in his accomplishments related to budget preparation and administration; complex budgetary reconciliation; benefits plan interpretation and administration; and contracts administration and management. Mr. Schroer has become the subject matter expert and primary resource for Human Resources/Risk Management Department regarding budget preparation and administration within Finance Enterprise. In addition, Mr. Schroer expanded his areas of responsibility included, but not limited, to serving as a single point of contact in CalPERS's payroll

reconciliation and CalPERS's audit management. Furthermore, Mr. Schroer has expanded his knowledge of contracts administration and administration beyond the scope of an Administrative Services Officer and has become an extremely valued resource for the department and county. Mr. Schroer possesses strong organizational skills, excellent judgment, ability to multi-task, accurate and detailed, focused, self-motivated, ability to work well with many leadership styles, ability to pivot, willingness to pitch in during critical times, and commitment to excellent customer service. Mr. Schroer has a Master of Arts in Education, a Master of Business Administration, and a Bachelor of Arts in History.

It is with a great distinction to recommend Mr. Schroer a salary step increase from Step A to Step C.

Mr. Zachary O'Hanen served in the position of Project Manager September of 2018 with a current salary Step C. In the last 18 months, Mr. O'Hanen has expanded his knowledge in employee and labor relations. Mr. O'Hanen takes an active role in managing the county's collective bargaining agreements, communication with many labor representatives, and contributes to the development of Human Resources policies, procedures and strategies with the Director- Human Resources/Risk Management. Mr. O'Hanen has expanded his human resources knowledge in the areas, included but are not limited to, workers' compensation, benefits administration, appeals and grievances. Mr. O'Hanen provides interpretation and consultation to managers and supervisors on a full range of employee relations matters. He consistently assists the Director-Human Resources/Risk Management and the leadership team in a variety of projects and complex employee and labor relations matters. He analyzes information, multiple data sources, trends and metrics in partnership with the Director-Human Resources/Risk Management to develop solutions. Mr. O'Hanen is an authentic, personable and transparent project manager who values collaborative problem solving and public service. Mr. O'Hanen is analytical, innovative and has excellent communication and project management skills. Mr. O'Hanen possesses excellent leadership skills and relationship building, which are necessary to be successful any employee labor relations endeavors. Mr. O'Hanen has a Bachelors in Applied Psychology with an emphasis on Organizational Development.

It is with a great honor to recommend Mr. O'Hanen a salary step increase from Step C to Step E.

In summary, for the aforementioned reasons and due to both Mr. O'Hanen and Mr. Schroer's often independent achievements in expanding their skills and abilities, Human Resources/Risk Management Director respectfully requests the Board of Supervisors to approve and authorize the recommended step salary increases in recognition of Mr. O'Hanen and Mr. Schroer's contributions to the county.

FINANCIAL IMPACT:

The cost for Mr. Schroer's step increase for the current fiscal year is approximately \$7,994.91, including taxes, insurance, and the California Public Employees Retirement System (CalPERS) contribution. The salaries for budget unit 3520 359, including the increase associated with this request is funded from the current Risk Management 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.

The cost for Mr. O'Hanen's step increase for the current fiscal year is approximately \$12,475.09, including taxes, insurance, and the California Public Employees Retirement System (CalPERS) contribution. The salaries for budget unit 1100-130, including the increase associated with this request is funded from 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 and fostering transparent, accessible, welcoming and user friendly services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose to deny the advanced salary step for these two talented employees. This is not recommended because recognizing the valuable contributions of our employees helps retain qualified and talented individuals.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A