



# COUNTY OF HUMBOLDT

For the meeting of: 2/28/2023

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File #: 23-161

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**To:** Board of Supervisors

**From:** Probation

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Acting Supervisor Temporary Pay Assignment for Amber Mitchell from Juvenile Corrections Officer II to Supervising Juvenile Corrections Officer (4/5ths vote required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the acting supervisor temporary pay assignment of Amber Mitchell from Juvenile Corrections Officer II (class 0486, range 390) to the temporary assignment of Supervising Juvenile Corrections Officer (class 0485, range 433), pursuant to American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding, section 12.4 retroactively from October 10, 2022 (4/5ths vote required).

**SOURCE OF FUNDING:**

Probation Juvenile Hall 1100-234-1100

**DISCUSSION:**

In October 2022 Juvenile Hall had numerous vacancies which included several Supervising Juvenile Corrections Officer positions. California Code of Regulations Title 15 Minimum Standards for Juvenile Facilities section 1321 requires Juvenile Hall's to have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members on each shift. Juvenile Corrections Officer II, Amber Mitchell stepped up and has been performing the principal duties of the Supervising Juvenile Corrections Officer position beginning October 10, 2022. Ms. Mitchell has been performing these duties for more than 20 consecutive workdays and will continue to do so in order to gain more experience in the supervisory role. It is therefore appropriate for Ms. Mitchell to be compensated for the work she is performing. Humboldt County Probation Department requests that your board approve this request for the temporary pay assignment.

**FINANCIAL IMPACT:**

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<b>Expenditures (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	2310	0	0
Additional Appropriation Requested	0	0	0
<b>Total Expenditures</b>	<b>2310</b>	<b>0</b>	<b>0</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
General Fund	2310	0	0
State/Federal Funds	0	0	0
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
<b>Total Funding Sources</b>	<b>2310</b>	<b>0</b>	<b>0</b>

**Narrative Explanation of Financial Impact:**

The total difference in salary and benefit cost is \$1.65/hour. Since this assignment will be retroactive going back to October 10, 2022, the total estimated cost, should the assignment extend to the end of Fiscal Year 2022/23, is \$2,310. Sufficient funding is available in the Probation Juvenile Hall budget (1100234), due to salary savings from vacant positions.

**STAFFING IMPACT:**

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

**Narrative Explanation of Staffing Impact:**

There is no net staffing impact.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

- Core Roles: Enforce laws and regulations to protect residents
- New Initiatives: Provide community-appropriate levels of service
- Strategic Plan: N/A

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may elect not to approve this temporary pay assignment for Amber Mitchell as acting Supervising Juvenile Corrections Officer. However, that is not recommended as this would create compliance issues with California Code of Regulations Title 15 Minimum Standards for Juvenile

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Facilities.

**ATTACHMENTS:**

1. Letter from Chief Probation Officer, Shaun Brenneman granting approval to for the acting supervisor assignment

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A