



# COUNTY OF HUMBOLDT

For the meeting of: 10/5/2021

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File #: 21-1388

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

SUBJECT:

Advance Salary Step from Step A to Step B for Taylor Perry, Permit Specialist II

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the advanced salary step for Taylor Perry, Permit Specialist II

SOURCE OF FUNDING:

General Fund allocation, Permit fees

DISCUSSION:

The Planning and Building Department is requesting approval to advance the salary step for Taylor Perry from her current Step A to Step B. Ms. Perry was hired as a Permit Specialist I effective Sept. 7, 2020. She has recently been recommended for a promotion from Permit Specialist I to Permit Specialist II.

Ms. Perry's performance since her hire has been excellent, and she has continued to excel and improve upon her planning and building knowledge and skills.

Ms. Perry has been in the position for 1 year and has been able to move projects forward during this time, even when overloaded with tasks. As a Permit Specialist, Ms. Perry has been a quick study of the county policy and procedures associated with her position and has exceeded expectations in her ability to take on advanced detailed work. While performing her daily tasks, Ms. Perry works independently in processing permits, reading and interpreting plot plans and construction plans, explaining rules, regulations, processes and procedures and interactions with the public. As previously discussed, Ms. Perry's recent promotion to a Permit Specialist II supports the advanced step increase beyond an entry-level Permit Specialist II. For these reasons, the Planning and Building Department is seeking an advanced step increase for Ms. Perry, to Permit Specialist II, Step B. This increase will place Ms. Perry at a salary closer to the level of more complicated work which she is taking on.

FINANCIAL IMPACT:

Approval of this request will accelerate Ms. Perry's salary step actions by 6 months. The cost of this increase for the current fiscal year is approximately \$5,685.29, 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 is funded from building 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