



# COUNTY OF HUMBOLDT

For the meeting of: 9/14/2021

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File #: 21-1233

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Retroactive Advanced Salary Step Request for Two (2) Road Maintenance Worker III Staff Members, John Wright, and Nicholas Roby, and One (1) Road Maintenance Worker II Staff Member, Bryce Ray (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve a retroactive advanced step increase for John Wright, Road Maintenance Worker III (class 230, salary range 361) from Step A to Step D, effective as of the promotion date of Aug. 8, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required);
2. Approve a retroactive advanced step increase for Nicholas Roby, Road Maintenance Worker III (class 230, salary range 361) from Step A to Step B, effective as of the promotion date of August 8, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required); and
3. Approve an advanced step increase for Bryce Ray, Road Maintenance Worker II (class 238B, salary range 347) from Step A to Step B, starting Jan. 10, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**SOURCE OF FUNDING:**

Road Fund (1200)

**DISCUSSION:**

In June 2021, Humboldt County Public Works Roads Division held Oral Examinations for several openings for the position of Road Maintenance Worker III. Two (2) of the applicants have skills and experience that the department believes merit an advanced step in salary.

The first applicant, John Wright, has been training to run the county's transport/low bed equipment and knows how to run most of the county's equipment. The Public Works Department currently does not have a transport driver, the position has been advertised two (2) times, both times the recruitment did not yield any qualified applicants. The department currently contracts with private businesses to move pieces of heavy equipment, which is a significant cost increase compared to having an employee in-house able to perform the job. Mr. Wright has expressed interest in this position if he can get closer to

average pay for industry standard. The step increase recommended in this staff report is still several dollars below industry standard.

The second applicant, Nicholas Roby, has been running the county's equipment and has been trained on the equipment needed to perform his new job. Due to his experience and training he has requested a higher step increase than the standard 5% for a promotion. The step increase recommended in this staff report is also still several dollars below industry standard.

The final retroactive advanced step increase recommended in this staff report is for Bryce Ray. Mr. Ray was hired as a Road Maintenance Worker I/II in Dec. of 2019. The department has been starting employees who come in with experience at a higher rate than Step 1A. Although Mr. Ray did come with quite a bit of experience at the time of hire, he was started at a Step 1A. A request to approve a retroactive step increase should have been brought before your Board at that time, but due to an error it was not. Mr. Ray received his promotion to Road Maintenance Worker II in Jan. 2021 and the recommendation in this staff report will bring Mr. Ray to a salary range and step appropriate to his advanced work experience levels.

The recommendations to move these three (3) employees retroactively to advanced steps is due to all three (3) exceeding the minimum requirements for the positions. With their relevant experience, the cost-savings that will be realized by the seamless transition into the higher positions and retention of trained employees.

FINANCIAL IMPACT:

These positions are funded through the Road Fund. If the advanced step increases are approved retroactive to Aug. 8, 2021, for Mr. Wright and Mr. Roby and Jan. 10, 2021, for Mr. Ray the increased cost for the remainder of fiscal year (FY) 2021-22 would be an estimated Twenty-Two Thousand Two Hundred Seventy-Nine Dollars (\$22,279). Due to vacant positions, there are sufficient funds in the approved FY 2021-22 Roads Maintenance budget to support the additional costs associated with the advanced step increases for these three (3) positions. As a result, the recommended action will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A