



AGENDA ITEM NO.

C11

COUNTY OF HUMBOLDT

For the meeting of: May 22, 2018

Date: May 9, 2018

To: Board of Supervisors

From: Connie Beck, Director
Department of Health and Human Services

Subject: Authorize a temporary increase in pay for Morgan Cook, Senior Environmental Health Specialist pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU).

*Connie Beck
5/10/18*

RECOMMENDATION(S):

That the Board of Supervisors authorize a temporary increase in pay for Senior Environmental Health Specialist, Morgan Cook (class 0518, range 425) as though promoted to Supervising Environmental Health Specialist (class 0519, range 461) beginning May 26, 2018 and continuing until the incumbent returns from approved leave.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

The current Supervising Environmental Health Specialist is on approved leave effective April 3, 2018. On April 30, 2018 Mr. Cook assumed the principle duties of the Supervising Environmental Health Specialist in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work day; which ends May 25, 2018. The Department of Health and Human Services is requesting the Board of Supervisors approve continuance of the acting supervisor salary until the position is filled.

Prepared by	Connie HagQuist, Staff Services Analyst II	CAO Approval	<i>Bob Mackay</i>
REVIEW:			
Auditor	CD	County Counsel	Human Resources
TYPE OF ITEM:	Upon motion of Supervisor <i>Baes</i> Seconded by Supervisor <i>Fennell</i>		
<input checked="" type="checkbox"/> Consent	Ayes <i>Bass, Fennell, Sundberg, Bohn, Wilson</i>		
<input type="checkbox"/> Departmental	Nays		
<input type="checkbox"/> Public Hearing	Abstain		
<input type="checkbox"/> Other	Absent		
PREVIOUS ACTION/REFERRAL:			
Board Order No. _____		and carried by those members present, the Board hereby approves the recommended action contained in this Board report.	
Meeting of: _____		Dated: 5/22/18	
		By: <i>Kathy Hayes, Clerk of the Board</i>	

FINANCIAL IMPACT:

The increased monthly cost of a Supervising Environmental Health Specialist (class 0519, range 461) from a Senior Environmental Health Specialist, Morgan Cook (class 0518, range 425) is \$533.89. Approval of the continuance of the acting supervisor from May 26, 2018 until the incumbent returns from approved leave, is estimated at \$560.58 and will be funded through Fund 1175, Budget Unit 406- Environmental Health Consumer Protection. There is sufficient appropriation in the fiscal year (FY) 2017-18 county budget to accommodate the cost increase due to vacancies. There is no impact to the general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommended temporary increase in pay however this is not recommended as it would leave Environmental Health Consumer Protection without an acting supervisor.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1



Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

Date: April 25, 2018

To: Morgan Cook, Senior Environmental Health Specialist

From: Connie Beck, Director

RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Supervising Environmental Health Specialist as the current Supervising Environmental Health Specialist is on an approved leave of absence. This assignment is effective April 30, 2018 and ending May 25, 2018; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Supervising Environmental Health Specialist class. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the current Director of Environmental Health returns from approved leave.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.



Connie Beck, Director



Lisa DeMatteo, Human Resources Director

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