



COUNTY OF HUMBOLDT

For the meeting of: 8/10/2021

File #: 21-1030

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Authorize a Temporary Increase in Pay for Lara Zintsmaster, Administrative Analyst II Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees Memorandum of Understanding

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Lara Zintsmaster, Administrative Analyst II (class 0626, range 420) as though promoted to Administrative Services Officer (class 0776, range 435) beginning August 14, 2021 and continuing until the incumbent returns from leave.

SOURCE OF FUNDING:

Public Health (1175) and Social Services (1160)

DISCUSSION:

The current Administrative Services Officer for the Department of Health and Human Services (DHHS) is on approved leave. On July 19, 2021, Lara Zintsmaster assumed the principal duties of the Administrative Services Officer in accordance with Section 12.4.1 of the American Federation of State, County and Municipal Employees Memorandum of Understanding. DHHS recommends that the Board of Supervisors approve continuance of the acting supervisor salary for the period of Aug. 14, 2021 until the incumbent returns from leave.

FINANCIAL IMPACT:

The estimated cost of this temporary increase in pay from Administrative Analyst II to Administrative Services Officer for five pay periods is \$840 in salary and \$605 in benefits. Salary and benefit costs related to the Administrative Services Officer position are included in the approved fiscal 2021-2022 budget for DHHS budget unit 1175-460. There are sufficient salary savings in this budget unit due to vacancies to support this increase. 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 managing

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resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would limit DHHS' ability to provide adequate services to the residents of Humboldt County.

ATTACHMENTS:

Assignment of Supervisor Duties

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A