



COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

File #: 22-313

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Authorize a temporary increase in pay for Jacob Coan, Staff Services Analyst II, pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Staff Services Analyst II Jacob Coan (class 0391B, range 435) as though promoted to Supervising Staff Services Analyst (class 0393, range 463) beginning April 2, 2022.

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

The current Supervising Staff Services Analyst for the Department of Health and Human Services (DHHS), Social Services Branch, Fair Hearings Unit is on approved leave. On March 7, 2022, Jacob Coan assumed the principal duties of the Supervising Staff Services Analyst in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which will end on April 1, 2022. DHHS is requesting the Board of Supervisors approve the continuance of the temporary acting supervisor salary for Mr. Coan until the duties are assumed by another or the incumbent returns from leave.

FINANCIAL IMPACT:

The increase in salary from Staff Services Analyst II to Supervising Staff Services Analyst is anticipated to cost an additional estimated cost of \$233 per pay period in salaries benefits. The overall cost is not anticipated to exceed \$2,796 for the duration of the assignment. The increase will be funded in Fund 1160, Budget Unit 511 Social Services. There are sufficient funds available in the approved budget for fiscal year 2020-21 to accommodate this increase due to staffing vacancies.

STRATEGIC FRAMEWORK:

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This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would limit DHHS's ability to maintain continuity in the Fair Hearings unit.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A