



# COUNTY OF HUMBOLDT

For the meeting of: 3/26/2024

File #: 24-339

**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Advanced Salary Step Request for Election Manager Position (4/5 vote required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve advanced step appointment for Election Manager (salary range 488), Nicole Goldbach, in Budget Unit 140 from salary step "B" to salary step "D" effective the pay period immediately following approval. (4/5 Vote Required)

**SOURCE OF FUNDING:**

General Fund - Elections (1100-140)

**DISCUSSION:**

Staff request approval to adjust the salary for Nicole Goldbach, Election Manager, to \$42,011, corresponding to Step D, Range 488.

Nicole Goldbach brings to the Office of Elections exceptional experience which she employed in quickly assuming greater responsibilities managing the office during a major election. She oversaw Administrative Analysts, Election Specialists, and seasonal staff in the administration of complex and critically non-reversible election work, where accuracy on the first attempt is paramount.

Furthermore, she has completed coursework in the California Professional Elections Administration Credential (CalPEAC) program which is administered by the California Association of Clerks & Elections Officials. The CalPEAC program is designed to broaden the knowledge base of participants and train them to assume leadership positions in the future.

The Department believes that Nicole's qualifications and experience are uniquely appropriate for the Office of Elections and this work should be recognized by assigning Nicole Goldbach to Step "D" in the salary range for Election Manager.

**FINANCIAL IMPACT:**

Expenditures (1100,140)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	852,909.00	n/a	n/a
Additional Appropriation Requested	0.00	n/a	n/a
<b>Total Expenditures</b>		<b>n/a</b>	<b>n/a</b>
Funding Sources (1100,140)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*

General Fund	852,909.00	n/a	n/a
State/Federal Funds	0.00	n/a	n/a
Fees/Other		n/a	n/a
Use of Fund Balance	0.00	n/a	n/a
Contingencies	0.00	n/a	n/a
<b>Total Funding Sources</b>			

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The estimated cost for increasing the position to Step D is \$1,915.20 (without benefits) to the end of this Fiscal Year. The benefits portion of the cost will increase by \$767.00 by the end of the Fiscal Year. The existing budgeted Salaries & Employee Benefits is sufficient to cover this step increase and would not require any adjustments. This is due to the position being vacant for 3 months in the 23/24 fiscal year.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

There is no impact to staffing due to this action.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Enforce laws and regulations to protect residents

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose to deny the staff’s recommendations. However, this alternative is not recommended as appropriate staffing will be lost and the retainment of qualified staff would be at a loss.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A