



COUNTY OF HUMBOLDT

For the meeting of: 11/9/2021

File #: 21-1651

To: Board of Supervisors

From: Probation

Agenda Section: Consent

SUBJECT:

Advanced Step Request for Voluntary Demotion from Correctional Officer II to Probation Officer I (Class 0473, salary range 374)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the request to begin employee, Michael Osser, at step E (salary range 374), of the Probation Officer I (class 0473) effective October 4, 2021

SOURCE OF FUNDING:

1100-234 General Fund

DISCUSSION:

On Oct. 4, 2021, Michael Osser accepted a voluntary demotion from Correctional Officer II with the Humboldt County Sheriff's Office (HCSO) to Probation Officer I with Humboldt County Probation Department (HCPD). Both the Humboldt Deputy Sheriff Organization (HDSO memorandum of Understanding (MOU) and the Merit System Rules have sections relating to voluntary demotions.

The HDSO MOU states: "The salary of such employee shall be adjusted to the step in the new range that would have been attained if the total service of said employee in the class from which the demotion occurred and the class to which the demotion is made (if any) were combined and full credit given for step increases. The employee's anniversary date will remain unchanged."

Both HCPD and HCSO reached out to Humboldt County Human Resources for guidance regarding the calculation of Mr. Osser's rate of pay and were advised that Mr. Osser was at a D step as a Correctional Officer II and would have incurred a reduction in pay should he have come over to Probation at a Probation Officer I, step D. Human Resources advised that to avoid a reduction, Mr. Osser should be started at the E step of the Probation Officer I pay range which would require Board approval. HCPD is today requesting that this advanced step request be granted as Mr. Osser comes to Probation with much experience from having been previously employed in the Humboldt County Correctional Facility.

FINANCIAL IMPACT:

The difference between starting Mr. Osser at a D step versus starting him at an E step will result in an approximately \$1,366 increase in salary costs in Probation's 234 budget unit. These costs will be absorbed through salary savings due to vacancies and will have no impact on the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may opt not to approve this increased pay step for Mr. Osser but that would not be recommended as Mr. Osser comes to Probation with valuable previous experience from his time with the HCSO.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A