



COUNTY OF HUMBOLDT

For the meeting of: 6/14/2022

File #: 22-722

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Advanced Salary Step Request for Administrative Analyst Position (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve advanced step appointment for Administrative Analyst I (salary range 389) Christina Strevey in Budget Unit 140 to salary step "D" effective January 1, 2022.

SOURCE OF FUNDING:

Elections Budget Unit (1100-140)

DISCUSSION:

Christina Strevey brings to the Office of Elections exceptional experience training Election Specialists and Seasonal Staff in the administration of complex analytical election work and has created and deployed critical trainings for the department.

Ms. Strevey has worked for the department for more than six years. Over that time, she has stepped up to work above the requirements of an entry level analyst. She is the subject matter expert for the department in various regulatory fields such as the National Voter Registration Act, the California Fair Political Practices Commission filings, and ADA surveying and compliance. She has also completed coursework in the 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.

The Department felt that Ms. Strevey's qualifications and experience were uniquely appropriate for the Office of Elections and that this work should be recognized by assignment to Step "D" in the salary range for Administrative Analyst I. After seeking and receiving approval from the County Administrative Office and Human Resource Department, Ms. Strevey was offered the position of Administrative Analyst I at salary step "D" in January 2022. Ms. Strevey accepted the position and continues to perform the duties of an Administrative Analyst I in a manner that is consistent with the higher-level salary step.

The department is seeking retroactive approval of the advanced step effective January 1, 2022. Approval by your Board was inadvertently missed earlier in the year and this agenda item is to correct that omission.

FINANCIAL IMPACT:

The estimated cost for increasing the position to Step D is \$6,514.00 (without benefits) to the end of this Fiscal Year. The benefits portion of the cost is \$3,486.00 Annually. The Administrative Analyst I position replaces the Administrative Analyst II position that was vacated in November 2021 and represents a salary savings of \$40,714.00 (without benefits) through the end of this Fiscal Year. There would be similar savings in the benefited rate. The existing budgeted Salaries & Employee Benefits is sufficient to cover this step increase and would not require any adjustments in this year's budget or future years.

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 choose to deny staff's recommendations. However, this alternative is not recommended as the staff person has and continues to perform duties consistent with the higher salary step.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A.

Meeting of: N/A.

File No.: N/A.