



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-20

For the meeting of: June 6, 2017

Date: May 22, 2017

To: Board of Supervisors

From: Daniel Fulks, Director of Human Resources

Subject: Advance Salary Request for Risk Manager Kacy Green (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advanced salary step for Administrative Services Officer, Step C, Kacy Green, to Risk Manager, Step A, effective June 6, 2017, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING: 3520-359-1100 Risk Management Fund

DISCUSSION:

In November of 2016, Kacy Green started training and taking on tasks usually performed by the Risk Manager; who was going out on an approved leave of absence beginning January 3, 2017. Ms. Green began exclusively performing the Risk Manager tasks on December 29, 2016 and has continued to perform

Prepared by Kelly Barns

CAO Approval

REVIEW:

Auditor

County Counsel _____

Human Resources

Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Wilson

Ayes Fennell, Sundberg, Bohn, Wilson

Nays _____

Abstain _____

Absent Bass

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: June 6, 2017

By:

Kathy Hayes, Clerk of the Board

tasks exclusively over the last 5 months. Ms. Green has also been performing her responsibilities as the Administrative Services Officer, in addition to the added duties of the Risk Manager.

Ms. Green has been working for county Human Resources – Risk Management since August 3, 2015. She came to the county with eight (8) years of public sector experience in investigative and analytical aptitude. She has exemplary qualifications and has contributed a great depth of knowledge to the county Human Resources – Risk Management Office.

Due to the above stated-reasons, it is requested that Ms. Green be advanced to a Risk Manager, Step A. She is qualified for Step A at this time. The office and the County benefit greatly from the exceptional skills that Ms. Green brings to this office.

FINANCIAL IMPACT:

The placement of Kacy Green at an advanced step will not have a significant impact. Because the step increase won't be effective until June 6, 2017, the overall salary increase is \$259.92 for this fiscal year.

The overall salary increase for FY 2017/18, is \$2,287.84, which is less than what the salary range was for the previous Risk Manager who had already reached Step E while in the position.

The item before you supports your Board's strategic framework of fostering transparent, accessible, welcoming and user friendly services and enforcing laws and regulations to protect residents.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None