



# COUNTY OF HUMBOLDT

For the meeting of: 12/10/2019

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File #: 19-1256

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**SUBJECT:**

Temporary Increase in Pay for Martha Baxter, Senior Library Assistant, Pursuant to Article 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 Senior Library Assistant, Martha Baxter, (Class 0657, Range 336, Step B) as though promoted to Librarian II (Class 0653, Range 373, Step 1A) effective Sept. 17, 2019 and continuing until the position is filled on a permanent basis or another solution is identified.

**DISCUSSION:**

On Sept. 14, 2019, Librarian II Catrina Coyle resigned from her position at the Fortuna Library Branch. Ms. Baxter currently works part-time in the Fortuna Library Branch as a Senior Library Assistant. She also works part-time as a Senior Library Assistant for the library in Rio Dell. On Sept. 17, 2019 Ms. Baxter was assigned to perform the principal duties of Librarian II for the Fortuna Library Branch in accordance with AFSCME MOU section 12.4.1. Ms. Baxter is expected to work beyond 20 days as a Librarian II while the recruitment is completed for a permanent Supervising Librarian for the Fortuna Library Branch.

**FINANCIAL IMPACT:**

The increased monthly salary and benefit expense for a Librarian II (Class 0653, Range 373, Step 1A) from a Senior Library Assistant, (Class 0657, Range 336, Step B) is \$629.12. Funding is available through salary savings due to the vacated Librarian II position that was included in the fiscal year 2019-20 Adopted Budget (1500-621). This item will not impact the county General Fund.

**STRATEGIC FRAMEWORK:**

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

**OTHER AGENCY INVOLVEMENT:**

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N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to grant acting supervisor pay for Ms. Baxter. This is not recommended as it would not allow the employee to be fairly compensated for conducting the principal duties of the Librarian II.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A