



COUNTY OF HUMBOLDT

For the meeting of: 12/10/2019

File #: 19-1649

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Advanced Step Appointment for Election Specialist I (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve advanced step appointment for Election Specialist I Juan Cervantes (Class 0132A, Salary Range 318) in Budget Unit 140 to salary step "C" effective October 7, 2019.

SOURCE OF FUNDING:

Election Budget 140

DISCUSSION:

Juan Cervantes brings to the Office of Elections exceptional experience with the county and abilities gained through other employment and activities. He worked as an Eligibility Specialist I at the Department of Health and Human Services for approximately one year and has been a poll worker in Humboldt County as well as other counties in the state.

As a student at Humboldt State University, he held a number of positions in the Associated Students Organization, including President. These positions allowed him to supervise others, evaluate and update policies, create manuals, organize non-partisan voter education and registration drives, and coordinate state-wide conferences. In his work as a board member for the California State Student Association he regularly drafted correspondence, legislation, and reports aimed at distilling complex educational issues for public consumption.

Through his work with Access Humboldt Mr. Cervantes has created and implemented transparency compliance programs geared towards addressing the issues faced by rural special districts. He has analyzed legislation, created legislative briefs and developed outreach programs for Northcoast Environmental Center. As a Program Support Clerk with the US Forest Service he interpreted and explained regulations, laws, and procedures to diverse and intersectional populations. In his public administration graduate program, he's completed coursework in procurement practices, internal controls, and budget analysis.

The Department feels that his qualifications and experience are uniquely appropriate for the Office of Elections and this work should be recognized with assigning him to Step “C” in the salary range for Election Specialist I.

FINANCIAL IMPACT:

The fiscal year 2019-20 adopted budget included a cost of \$64,101.61 with benefits for the salary associated to this position. This position has been vacant for approximately 8 pay periods for a savings of \$19,723.57. The cost associated with filling this position for the remainder of this fiscal year and at a higher step is estimated to be around \$41,439.22. Due to the salary savings, there is sufficient appropriations for this expense.

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 could deny this request for advanced salary step “C” for Juan Cervantes, however this is not recommended.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: NA

File No.: NA