



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-14

For the meeting of: December 6, 2016

Date: November 18, 2016
To: Board of Supervisors
From: Maggie Fleming, District Attorney *m.fleming*
Subject: Advanced Step Increase for Sumech Borja, Legal Office Assistant I

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advanced step increase for Sumech Borja, Legal Office Assistant I (class 0178A, position 07) from Step 1A (range 288) to Step E (range 288), effective the beginning of the pay period following approval, pursuant to Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), section 10.1.1. (4/5 Vote Required); and
2. Provide an approved item reflecting the advance step increase to the Human Resources and Payroll departments

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Sumech Borja worked for the District Attorney as extra help in the position of Office Assistant I starting in December of 2011. She became employed full time with the department in December 2012 as a Legal

Prepared by Rachelle Davis CAO Approval *TLFR Cheryl Dillinger*
 REVIEW: Auditor *MDH* County Counsel _____ Human Resources *df.* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*
 Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. _____
 Meeting of: _____

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

Dated: *Dec. 6, 2016*
 By: *Kathy Hayes*
 Kathy Hayes, Clerk of the Board

Office Assistant I at Step B due to her experience and knowledge gained during her extra help employment. Sumech Borja remained with the department until she resigned as a Legal Office Assistant I at E step on September 23, 2016. Shortly after leaving her position she sought "reinstatement" as allowed by the County. She has returned to the office and began work on November 7, 2016. The Board must approve this request for her to be reinstated at her previous advanced step.

Ms. Borja is a highly skilled Legal Office Assistant I whose expertise is vital to daily document generation and coordination with multiple county and non-county entities. Ms. Borja has more than 4 ½ years of knowledge and experience as a Legal Office Assistant I. Due to her experience and expertise an advance step is warranted. This item supports the Boards Strategic Framework by investing in county employees.

FINANCIAL IMPACT:

There is no increased impact to the General Fund. Prior to Ms. Borja's resignation she held the advanced step. There are sufficient funds in District Attorney Budget (1100205).

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the request. This alternative is not recommended because it would not provide fair compensation to the employee who has extensive knowledge and expertise based on her history with the County.

ATTACHMENTS: No attachments