



COUNTY OF HUMBOLDT

For the meeting of: 6/28/2022

File #: 22-810

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Correcting Advance Salary Step from Step A to Step C effective date for Erin Prichard, Senior Youth Support Specialist (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the advanced salary step for Erin Prichard, Senior Youth Support specialist, from Step B to Step C; effective on her date of promotion Nov. 28, 2021.

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

The Board had previously approved advanced step placement of C for Erin Prichard, Senior Youth Support specialist on March 22, 2022 agenda item 22-314. That agenda item contained an error in language that the advanced step placement be effective beginning of pay period following approval of the agenda. The advanced step placement of C went into effect April 3, 2022. It was the Department of Health and Human Services (DHHS), Child Welfare Services (CWS) intent that the advanced step placement of C be effective upon the promotion date of Nov. 28, 2021. Ms. Prichard accepted the promotion with good faith that the advanced step placement of C would be conferred and through no fault of her own this did not occur. It is the wish of DHHS and CWS that Ms. Prichard received the pay owed to her for the time between Nov. 28, 2021 and April 3, 2022.

FINANCIAL IMPACT:

The advanced salary step for Erin Prichard from Step B to Step C is estimated to be \$525 in salaries and benefits per pay period prior to the negotiate wage increase that was effective January 9, 2022. The total cost at the prior rate for three pay periods is \$1,575. The estimated cost from Jan. 9, 2022 to April 3rd, 2022 is \$938 in salaries and benefits per pay period. The total cost at the negotiated rate for six pay periods is \$5,628.

The total overall cost is estimated at \$8,864 for the entire period. The increase in salaries and benefits

File #: 22-810

will be expended in Fund 1160, Budget Unit 508. The increase will be covered through salary and benefit saving due to vacancies. There is no impact to the General Fund.

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 the timing of the advanced salary step due to the clerical error. This is not recommended because recognizing the valuable contribution of our employees helps attract and retain qualified individuals.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: 22-314

Meeting of: 03/22/2022

File No.: 22-314