



COUNTY OF HUMBOLDT

For the meeting of: 5/6/2025

File #: 25-565

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a Temporary Increase in Pay for Jake Johnson, Construction Projects Manager, Pursuant to Section 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 Construction Projects Manager Jake Johnson (job classification # 0206, salary range 529) as though promoted to Deputy Public Works Director - Facilities Management (job classification # 0200, salary range 540) beginning April 19, 2025, and continuing until the position is filled or the assignment is otherwise ended by Public Works.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Deputy Public Works Director - Facilities Management, is vacant as of April 18, 2025. Jake Johnson, Construction Projects Manager, has been performing the principal duties of this position since April 19, 2025, in accordance with Section 12.4.1 of the AFSCME MOU. The assignment will last for a more than 20 consecutive workdays, therefore, the Public Works Department is requesting the Board of Supervisors approve an Acting Supervisor Assignment salary for Mr. Johnson until the vacant position is filled, or the assignment is otherwise ended by the Public Works Department.

SOURCE OF FUNDING:

General Fund Facilities Management 1100162

FINANCIAL IMPACT:

<i>Expenditures (1100,162)</i>	<i>FY24-25 Projected*</i>
<i>Budgeted Expenses</i>	<u>\$1,600</u>
<i>Total Expenditures</i>	<u>\$1,600</u>

**Projected amounts are estimates and are subject to change.*

<i>Funding Sources (Fund, Budget Unit)</i>	<i>FY24-25 Projected*</i>
--	---------------------------

General Fund	<u>\$1,600</u>
Total Funding Sources	<u>\$1,600</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The temporary increase in pay for the assignment of Jake Johnson from Construction Projects Manager to Deputy Public Works Director - Facilities Management is anticipated to cost an additional \$320 in salaries and benefits per pay period. The overall anticipated expense for the temporary assignment for fiscal year 2024-25 is \$1,600. There are sufficient funds available in the fiscal year 2024-25 budget in Fund 1100, Budget Unit 162 to accommodate the temporary assignment.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

While the Director of Facility Management position is vacant the Construction Projects Manager will assume the principal duties of the Director of Facility Management. The temporary increase in pay will not increase the overall FTE for Facilities Management budget 1100162.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board may choose not to approve the Acting Supervisor Assignment for Jake Johnson, however, this alternative is not recommended as it would limit Public Works' ability to cover essential functions.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A