



COUNTY OF HUMBOLDT

For the meeting of: 5/24/2022

File #: 22-602

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Temporary Increase in Pay for Doug Brunell, Eligibility Specialist III, 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 Eligibility Specialist III Doug Brunell (class 1731C, range 390) as though promoted to Eligibility Supervisor (class 1729, range 423) beginning April 2, 2022.

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

The current Eligibility Supervisor for the Department of Health and Human Services (DHHS), Social Services Branch, Eligibility Training Unit is on approved leave. On March 7, 2022, Eligibility Specialist III Doug Brunell assumed the additional principal duties of the Eligibility Supervisor in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ended on April 1, 2022. DHHS is requesting your Board approve the continuance of the acting supervisor salary for Mr. Brunell, effective April 2, 2022, until the duties are assumed by another or the incumbent returns from leave.

FINANCIAL IMPACT:

The increase in salary from Eligibility Specialist III to Eligibility Supervisor is anticipated to cost an additional \$326 in salaries and benefits per pay period for an estimated amount of \$2,700 for the anticipated time of the assignment. The increase will be funded in Fund 1160, Budget Unit 511 Social Services. There are sufficient funds available in the approved budget for fiscal year 2021-22 to accommodate this increase due to staffing vacancies.

STRATEGIC FRAMEWORK:

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This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would limit DHHS's ability to maintain continuity in the Eligibility Training unit.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A