



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-18

For the meeting of June 20, 2017

Date: June 9, 2017
To: Board of Supervisors
From: John H. Ford, Planning and Building Director
Subject: Advance Step Appointment in Budget Unit 1100-277 Planning

RECOMMENDATION:

That the Board of Supervisors:

Approve advanced step appointment for Deputy Planning Director Robert Russell (class 0604, salary range 511) in budget unit 1100-277 to Salary Step "D" effective July 1, 2017.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Planning and Building Department has offered the Position of Deputy Director to an individual with outstanding education and experience. This was a promotional recruitment and

Prepared by _____
Catherine Munsee

CAO Approval _____

REVIEW:
Auditor _____ County Counsel JWE Human Resources HB Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell
Seconded by Supervisor Wilson

Ayes Sundberg, Fennell, Bass, Bohn, Wilson

Nays
Abstain
Absent

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

Dated: June 20, 2017

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

the Humboldt County Memorandum of Understanding (MOU) Appointments, Advancements is not clear whether a promotional recruitment can be approved by the CAO's office thus requiring Board of Supervisors' approval. The department believes that the advanced pay step is warranted first based upon Mr. Russell's demonstrated abilities as Acting Deputy Director; second based upon Mr. Russell's qualifications and experience and third because of how the pay scale works in relation to people that Mr. Russell would have responsibility to supervise.

Mr. Russell has been instrumental in developing new processes and procedures associated with the Cannabis Effort (the application rush at the end of 2016, and the monitoring and tracking currently being implemented), in the department reorganization, and in the negotiations with the forthcoming Accela software. He has demonstrated that he can take projects and take them to completion.

His experience includes a 26 year military career which included command of a 1,400 person unit; experience in principles in management, organization, administrative practices, procedures and ability to interpret and apply regulations in a public organization; analysis of complex technical and administrative problems, evaluation of alternative solutions and adopting effective courses of action and the ability to exercise sound judgement within general policy guidelines. His most recent executive management experience with Raytheon included application of principles, practices and methods of administrative, budget and organizational analysis as the leader of a \$1.4B program portfolio.

Mr. Russell holds three Master's Degrees in Organizational Management, Military Planning and Operations and in Strategic Studies/Political Science and he holds a bachelor's Degree in Atmospheric Science,

Mr. Russell is uniquely qualified to help reshape the organization to adapt to today's changing environment. He should be paid commensurate with his skill set which should be at or above the pay of personnel he will have supervisory responsibility for. Step D accomplishes this.

FINANCIAL IMPACT:

The salary difference between the Deputy Planning Director at Salary Step "1A" and Salary Step "D" at entry level is \$1,477.11 per month. This equates to approximately \$17,725.32 annually. Costs for the advanced Salary Step "D" increase will be charged to the General Fund allocation in the proposed fiscal year 2017-18 budget for Planning and Building BU 1100-277.

This request supports the Board's strategic framework by providing a leadership structure that supports the department enforce state and local laws, provide and maintain infrastructure, protect vulnerable populations, improve safety and health, and create more vibrant communities.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for advanced Salary Step "D" for Robert Russell, however, this is not recommended.

ATTACHMENTS:

None