



# COUNTY OF HUMBOLDT

For the meeting of: 3/12/2024

File #: 24-283

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: 4/5th

**SUBJECT:**

Advanced Salary Step Request for Michael Hnilo, Deputy Coroner-Public Administrator (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the advanced step increase for Michael Hnilo, Deputy Coroner-Public Administrator (Class 0445, Range 459) in budget unit 1100-221400 Coroner Office from salary step A to salary step B, effective back to his promotion date to the Sheriff's Office on December 24, 2023 (4/5 Vote Required).

**SOURCE OF FUNDING:**

General Fund (1100-221400)

**DISCUSSION:**

The Sheriff's Office requests your Board approve an advanced salary step for Michael Hnilo, Deputy Coroner-Public Administrator (Class 0445, Range 459) effective back to his promotion date from Humboldt County Probation Department to the Humboldt County Sheriff's Office on December 26, 2023. Staff is basing this request on Deputy Hnilo's previous work experience in the Probation Department and due to an error with the previous salary schedule that was not identified until after Deputy Hnilo was hired. An explanation of the error that occurred with the salary offer letter along with Human Resources support of this advanced step request is attached (Attachment 1).

**FINANCIAL IMPACT:**

| <i>Expenditures (Fund, Budget Unit)</i>   | <b>FY23-24</b> | <b>FY24-25 Projected*</b> | <b>FY25-26 Projected*</b> |
|---|----------------|---------------------------|---------------------------|
| <i>Budgeted Expenses</i>                  | <u>\$2,329</u> | <u>\$4,798</u>            | <u>\$4,942</u>            |
| <i>Additional Appropriation Requested</i> | <u>\$0</u>     | <u>\$0</u>                | <u>\$0</u>                |
| <i>Total Expenditures</i>                 | <u>\$2,329</u> | <u>\$4,798</u>            | <u>\$4,942</u>            |

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

| <i>Funding Sources (Fund, Budget Unit)</i> | <b>FY23-24</b> | <b>FY24-25 Projected*</b> | <b>FY25-26 Projected*</b> |
|--|----------------|---------------------------|---------------------------|
| <i>General Fund</i>                        | <u>\$2,329</u> | <u>\$4,798</u>            | <u>\$4,942</u>            |
| <i>Total Funding Sources</i>               | <u>\$2,329</u> | <u>\$4,798</u>            | <u>\$4,942</u>            |

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

**Narrative Explanation of Financial Impact:**

This position was originally budgeted as a Deputy Sheriff I/II and was reallocated to a Deputy Coroner-Public Administrator on July 11, 2023. The reallocation resulted in an anticipated savings of \$30,649.00 in fiscal year (FY) 2023-24. If the approved, the increased costs of the advanced step for the remainder of FY2023-24 would be \$2,329.00. There is sufficient funding in the approved FY2023-24 budget to support the additional costs associated with the advanced step increase.

**STAFFING IMPACT:**

There is no impact to staffing due to this action.

**STRATEGIC FRAMEWORK:**

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

Core Roles: Choose an item.

New Initiatives: Invest in county employees

Strategic Plan: 4.4 - Attract and retain the best county employees

**OTHER AGENCY INVOLVEMENT:**

Humboldt County Human Resources Department

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose to not approve the staff recommendations. However, this alternative is not recommended as qualified staffing could be lost and retainment of skilled staff is less likely.

**ATTACHMENTS:**

Attachment 1 - Human Resources Letter of Support for this action

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: July 11, 2023

File No.: 23-788