



COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

File #: 22-318

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Authorize a temporary increase in pay for Tamara Wandel Administrative Analyst II 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 Administrative Analyst II Tamara Wandel (class 0626B, range 435) as though promoted to Budget Specialist (class 0117, range 472) beginning May 16, 2022, and continuing until the incumbent returns from assignment at Emergency Operations Center (EOC) during the COVID-19 pandemic.

SOURCE OF FUNDING:

Public Health Fund (1175)

DISCUSSION:

The current Budget Specialist for the Department of Health and Human Services (DHHS) is temporarily reassigned to manage the Department Operations Center (DOC) in Finance Recovery duties for the COVID-19 pandemic. Due to short-staffing, lack of new hires available, and the Disaster Service Worker's return to their home agencies, DOC staff have not been able to make progress on Federal Emergency Management Agency (FEMA) claiming in several months. As is typically the case with emergencies, as the primary response winds down, Finance Recovery responsibilities and duties increase with a push to get all claims and reporting submitted on time. Due to the complexity of FEMA claiming, the current Budget Specialist will be temporarily reassigned to solely focus on managing these DOC projects. On March 7, 2022, Tamara Wandel assumed the principal duties of the Budget Specialist in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive workdays; which ended April 1, 2022. DHHS is requesting the Board of Supervisors approve continuance of the acting supervisor salary until the incumbent returns from the temporary reassignment.

FINANCIAL IMPACT:

The increased monthly cost of a Budget Specialist (class 0117, range 472) from an Administrative Analyst II, Tamara Wandel (class 0626B, range 435) is \$717.59. Approval of the continuance of the acting supervisor from April 1, 2022, until the incumbent returns from the DOC assignment, is estimated at \$2,870.37 for the remaining pay periods in Fiscal Year (FY) 2021-22 and will be funded through Fund 1175, Budget Unit 400 Public Health Administration. There is sufficient appropriation in the approved FY 2021-22 budget to accommodate the cost increase due to vacancies. For the pay periods in FY 2022-23 until 12/30/2022, the assignment is estimated at \$4,305.55 and will be included in Fund 1175, Budget Unit 400 Public Health Administration through the FY 2022-23 annual budget process. There is no impact to the County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would have a negative impact on the ability to complete claiming and receive reimbursement for the COVID-19 pandemic response.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A