



COUNTY OF HUMBOLDT

For the meeting of: 5/7/2024

File #: 24-781

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a Temporary and Retroactive Increase in Pay for Michael Weiss, Health and Human Services (HHS) - Program Service Coordinator, Pursuant to Section 12.4 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 and retroactive increase in pay for Michael Weiss, HHS - Program Service Coordinator (class 0517, range 480) as though promoted to Senior Program Manager (class 0929, range 543) retroactively beginning November 27, 2023 and ending March 29, 2024.

SOURCE OF FUNDING:

Salary Savings in Public Health, Health Education, 1175-414.

DISCUSSION:

The Senior Program Manager in the Healthy Communities division of Public Health was out on medical leave. Michael Weiss, a HHS-Program Services Coordinator, assumed some principal duties of the position in accordance with Section 12.4 of the AFSCME MOU. The Department of Health and Human Services (DHHS) is requesting your Board approve the retroactive salary adjustment for Mr. Weiss as if promoted to Senior Program Manager, retroactively effective November 27, 2023, through March 29, 2024, ending with the return of the Senior Program Manager on April 2, 2024.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$149,387	\$145,237	
Additional Appropriation Requested			
Total Expenditures	\$149,387	\$145,237	

Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
<u>General Fund</u>			
<u>State/Federal Funds</u>			
<u>Fees/Other</u>	\$149,387	\$145,237	
<u>Use of Fund Balance</u>			
<u>Contingencies</u>			
<u>Total Funding Sources</u>			

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

Narrative Explanation of Financial Impact:

The increased cost of a Senior Program Manager (class 0929, range 543) from a HHS-Program Services Coordinator (class 0517, range 480) for the four month period is \$4,978. Approval of the retroactive salary adjustment for Mr. Weiss would be funded through Fund 1175, Budget Unit 414 Health Education. There is sufficient appropriation in the approved FY 23-24 budget to accommodate the cost increase due to vacancies.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Senior Program Manager	400-0929-01	B	##	##
HHS-Program Services Coordinator	414-0517-01	E	##	##

Narrative Explanation of Staffing Impact:

While the Senior Program Manager, position #400-0929-01, at 1.0 FTE, was on leave the HHS-Program Services Coordinator, position #414-0517-01, at 1.0 FTE, assumed some of the responsibilities to support the program and staff.

STRATEGIC FRAMEWORK:

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

Core Roles: N/A

New Initiatives: Invest in county employees

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to approve the out of class assignment, however, this alternative is not recommended as some of the Senior Program Manager duties we assumed by Michael Weiss, HHS Program Services Coordinator.

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ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A