



COUNTY OF HUMBOLDT

For the meeting of: 9/25/2018

File #: 18-1236

To: Board of Supervisors

From: County Administrative Office

SUBJECT:

Temporary Out of Class Pay for Allison Tans, Economic Development Specialist, Pursuant to Article 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 authorize the temporary out of class pay for Allison Tans, Economic Development Specialist (class 0640, range 434) as though promoted to Economic Development Coordinator (class 0638, range 477) effective July 9, 2018 and continuing until the position is filled pursuant to Article 12.4.1 of the AFSCME MOU.

SOURCE OF FUNDING:

Economic Development Fund - 1120

DISCUSSION:

The Economic Development Coordinator position became vacant on July 6, 2018. On July 9, 2018, Allison Tans, Economic Development Specialist, assumed the principal duties of the Economic Development Coordinator. In accordance with Article 12.4.1 of the AFSCME MOU, in order to approve out of class pay, as though promoted to Economic Development Coordinator, where the principal duties include supervision of personnel for more than twenty (20) consecutive work days shall require specific approval of the Board of Supervisors. Accordingly, the County Administrative Office is requesting that the Board of Supervisors approve the out of class pay as though promoted to the acting supervisor salary until the position of Economic Development Coordinator is filled.

FINANCIAL IMPACT:

The difference in cost for the temporary increase from Economic Development Specialist to Economic Development Coordinator is \$517.71 per month. This out of class assignment is anticipated to last until the end of November, or a total of five months, with an estimated cost of \$2,588.55. There are sufficient appropriations in the approved fiscal year 2018-19 budget for Fund 1120, Budget Unit 275 to accommodate the cost increase due to the vacant position of Economic Development Coordinator.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommended out of class pay assignment, this is not recommended as it would not allow the employee to be fairly compensated for conducting the principal duties of the Economic Development Coordinator.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A