



COUNTY OF HUMBOLDT

For the meeting of: 3/9/2021

File #: 21-287

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Retroactive Advanced Salary Step Request for Senior Environmental Analyst, Julia Cavalli (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advanced step increase for Julia Cavalli, Senior Environmental Analyst (class 520, salary range 433) from Step A to Step C, effective as of the hire date of February 7, 2021, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

State and Federal Grants, General Fund

DISCUSSION:

On December 15, 2020, the Board of Supervisors approved the allocation of one (1) senior environmental analyst position in the Natural Resources Planning Division of the Department of Public Works. This position focuses on supporting the Humboldt County Fire Safe Council, advancing the Humboldt County Community Wildfire Protection Plan, managing programs related to wildfire planning and preparedness and hazard mitigation and implementing programs of the North Coast Resource Partnership. This role includes grant application development, project management, technical assistance and stakeholder engagement. The great majority of this work is grant-funded.

The recruitment for this position received three (3) qualified applicants. One (1) applicant subsequently declined the interview citing the low salary and another applicant was rated "unacceptable" in the interview. Julia Cavalli was highly rated in the interview and accepted the offer to take the position. Ms. Cavalli began serving as senior environmental analyst at Step A on February 7, 2021.

After graduating with a bachelor's degree from U.C. Berkeley, Ms. Cavalli joined the Department of Public Works in August 2017 as administrative analyst and was promoted to environmental analyst in June 2018. Ms. Cavalli brings tremendous skills, experience, and professionalism. The project

management role requires independently leading implementation projects and providing oversight and direction of consultants and contractors. The technical assistance role requires detailed knowledge of state and federal environmental laws and regulations along with current practices in vegetation management and fuels reduction. The stakeholder engagement role requires developing professional relationships with a range of stakeholders and the ability to facilitate collaborative processes. Ms. Cavalli has especially valuable experience working with stakeholders of the Fire Safe Council and North Coast Resource Partnership and possesses a rare combination of people skills and technical skills. Ms. Cavalli will be able use these skills to serve a key role in securing grant awards to support continuation of the Natural Resource Planning Division's programs. Ms. Cavalli also has expertise in Geographic Information Systems ("GIS") and serves as the GIS administrator for Public Works, which involves database management and implementation of geospatial analysis and mapping projects. Ms. Cavalli was able to start right away with full-service grant management work and other advanced work, which will provide valuable time-savings for other staff.

This request to move Ms. Cavalli up to Step C of the Senior Environmental Analyst range is based on her exceeding the minimum requirements for the position, her nearly five (5) years of relevant experience, the cost-savings that will be realized by the seamless transition into the senior position and the lack of alternative candidates from the recruitment.

FINANCIAL IMPACT:

The Senior Environmental Analyst position is funded primarily through grants received from State and Federal funding agencies and partially by the Natural Resource Planning Division's allocation from the Humboldt County General Fund. This position will be supported by existing grant awards which are included in the approved fiscal year 2020-2021 budget at budget lines 1720289-4510 and 4555. If the advanced step increase from Step A to Step C is approved retroactive to February 7, 2021, the increased cost for the remainder of fiscal year 2020-2021 would be Four Thousand Three Hundred Thirty-Four Dollars (\$4,334.00). There is sufficient funding in the Natural Resources Planning budget unit to support the additional costs associated with the Senior Environmental Analyst position. As a result, the recommended action will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended action supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure and building interjurisdictional and regional cooperation.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None

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PREVIOUS ACTION/REFERRAL:

Board Order No.: C-31

Meeting of: Dec. 15, 2020

File No.: 20-1556