



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-9

For the meeting of: September 19, 2017

Date: August 31, 2017

To: Board of Supervisors

From: Connie Beck, Director *for CB*
Department of Health and Human Services

Subject: Authorize Temporary Increase in pay for Regina Martinez, Senior Fiscal Assistant pursuant to Article 12.4.1 of the AFSCME Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. It is recommended that the Board of Supervisors authorize temporary increase in pay for Senior Fiscal Assistant, Regina Martinez, (Class 0124, Range 347) as though promoted to Fiscal Services Supervisor (Class 1149, Range 376) beginning September 26, 2017 and continuing until the position is filled.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The current Fiscal Services Supervisor has promoted effective August 27, 2017. On August 27, 2017 Ms. Martinez assumed the principle duties of the Fiscal Services Supervisor in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends

Prepared by Connie HagQuist, Staff Services Analyst - ES

CAO Approval *[Signature]*

REVIEW:	<i>[Signature]</i>	County Counsel	Personnel <i>[Signature]</i>	Risk Manager	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Wilson, Bass, Bohn, Fennell*

Nays

Abstain

Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: September 19, 2017

By: *[Signature]*
Kathy Hayes, Clerk of the Board

September 25, 2017. The Department of Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the position is filled.

FINANCIAL IMPACT:

The increased bi-weekly costs associated to the temporary increase of a Senior Fiscal Assistant, (Class 0124, Range 347) to a Fiscal Services Supervisor (Class 1149, Range 379) is \$ 655.61. Approval of the temporary increase in pay for Senior Fiscal Assistant, (Class 0124, Range 347) as though promoted to Fiscal Services Supervisor (Class 1149, Range 379) effective September 26, 2017 is estimated at \$12,456.59 for the remainder of the 2017-18 fiscal year. This position resides in fund 1160, budget unit 511 (Social Services) and is funded through federal, state and local dollars. There is sufficient appropriation to cover this request due to unexpected salary savings. There is no impact to the county general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1



Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

RECEIVED

AUG 30 2017

PERSONNEL DEPT.

Date: August 24, 2017

To: Regina Martinez, SR. Fiscal Assistant

From: Connie Beck, Director

RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Fiscal Services Supervisor as the current Fiscal Services Supervisor position is vacant. This assignment is effective August 27, 2017 through September 25, 2017; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Fiscal Services Supervisor class. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the position of Fiscal Services Supervisor is filled.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.



Connie Beck, Director



Kelly Barns, Assistant Human Resources Director

cc: Personnel Files (2)



Mental Health
phone: (707) 288-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-8200
fax: (707) 445-8097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096