



COUNTY OF HUMBOLDT

For the meeting of: 2/5/2019

File #: 19-99

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Advance Salary Request for Departmental Information Systems Analyst, Thomas Albrechta (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an advance salary step for Thomas Albrechta, Departmental Information Systems Analyst, Step A (Class 0762, salary range 417), to Departmental Information Systems Analyst, Step C (Class 0762, salary range 417), effective February 10, 2019, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

1100 General Fund

DISCUSSION:

The department would like to reconcile the level of work being accomplished by an employee with a fair salary. In order to do this, the department is asking to increase the pay of an employee to reflect the level of work in which he is doing. Thomas Albrechta was selected to fill the Departmental Information Systems Analyst position in the Planning and Building Department effective August 16, 2018 at his current Step A. The job description for the Departmental Information Systems Analyst position develops applications using generic software to resolve department data processing needs. The class differs from the Departmental Programmer Analyst class in that the latter are involved with developing major business applications for mainframe operations.

Since Mr. Albrechta's hire, the Planning and Building Department has transitioned to the Accela system for processing land use and building permits. This transition has placed much of the responsibility for the Accela system development and maintenance with Mr. Albrechta. Mr. Albrechta has become the subject matter expert and a primary resource for our department regarding the Accela system. Mr. Albrechta has demonstrated the ability to work independently to resolve system issues in bringing the Accela software online. Mr. Albrechta is working well above the entry level of the Departmental Programmer Analyst position.

For these reasons, it is appropriate to increase his salary step to Departmental Information Systems Analyst Step C. The Planning and Building Department requests the Board to authorize a step increase that would adjust his salary to a step appropriate for Mr. Albrechta's contribution to the county.

FINANCIAL IMPACT:

Thomas Albrechta is classified as a Departmental Information Systems Analyst Step A (salary range 416) and the increase to Step C will result in an additional \$275.00 in salary and benefits per pay period.

In total, the salary increase for the remainder of fiscal year 2018-19 is approximately \$2,575.00. This increase will be offset by salary savings from vacant positions.

This request supports the Board's Strategic Framework by managing resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. The Board could choose not to approve the step increase. This is not recommended as it impairs the ability of the department to retain qualified employees with the skills necessary to meet the needs of the Planning and Building Department.
2. The Board could choose to approve the request at a lower step increase. This is also not recommended as it does not recognize the unique skill set and experience required to perform the tasks and may impair the ability of the department to retain qualified employees.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A