



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-7

For the meeting of: July 18, 2017

Date: May 30, 2017

To: Board of Supervisors

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

Subject: Authorize Temporary Increase in pay for Amanda Ruddy, Supervising Environmental Health Specialist 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 Supervising Environmental Health Specialist, Amanda Ruddy, (Class 0519, Range 461) as though promoted to Director of Environmental Health (Class 0510, Range 507) retroactive beginning July 2, 2017 and continuing until the incumbent returns to the position.

### SOURCE OF FUNDING:

Public Health Fund

### DISCUSSION:

The current Director of Environmental Health has been on approved leave since June 3, 2017. On June 4, 2017 Ms. Ruddy assumed the principle duties of the Director of Environmental Health in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days;

Prepared by Yvonne Winter, Deputy Director – ES

CAO Approval *E. Wilson*

REVIEW:

Auditor *MSM*

County Counsel

Personnel *KAB*

Risk Manager

Other

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 *Fennell* Seconded by Supervisor *Wilson*

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

Nays

Abstain

Absent

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

Dated: *July 18, 2017*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

which ends July 1, 2017 The Department of Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the incumbent returns

#### FINANCIAL IMPACT

The increased monthly cost of a Director of Environmental Health (Class 0510, Range 507) from a Supervising Environmental Health Specialist, Amanda Ruddy, (Class 0519, Range 461) is \$679 48 Approval of the continuance of the acting supervisor from July 2, 2017 until the incumbent returns from approved leave, is estimated at \$1,019 24 and will be funded through Fund 1175, Budget Unit 406-Environmental Health Consumer Protection There is sufficient appropriation in the proposed Fiscal Year 2017-18 county budget to accommodate the cost increase due to vacancies There is no impact to the 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

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MAY 31 2017

PERSONNEL DEPT.

Date: May 30, 2017  
To: Amanda Ruddy, Supervising Environmental Health Specialist  
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 Director of Environmental Health as the current Director of Environmental Health is on an approved leave of absence. This assignment is effective June 4, 2017 and ending July 1, 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 Director of Environmental Health 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 current Director of Environmental Health returns from approved leave.

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

5/30/17

Connie Beck, Director

Dan Fuls, Human Resources Director

Mental Health  
phone: (707) 268-2990  
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Public Health  
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