



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C11

For the meeting of: November 14, 2017

Date: October 6, 2017

To: Board of Supervisors

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

Subject: Extend existing acting supervisor out of class temporary pay for William Linn, Administrative Analyst II 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 to extend the existing acting supervisor out of class pay for Administrative Analyst II, William Linn, (Class 0626B, Range 412) as though promoted to Program Coordinator (Class 1425, Range 419) beginning October 28, 2017 and continuing until the position is filled pursuant to Article 12.4.1 of the AFSCME MOU.

### SOURCE OF FUNDING:

Public Health Fund

### DISCUSSION:

The current Program Coordinator has separated effective September 22, 2017. On October 2, 2017 Mr. Linn assumed the principle duties of the Program Coordinator in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends October 27,

Prepared by Connie HagQuist, Staff Services Analyst – ES CAO Approval *E. B. Marshall*  
REVIEW: *Ypd* Auditor *Ypd* County Counsel                      Personnel *KLS* 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 *Sundberg, Fennell, Bass, Bohn, Wilson*  
Nays                       
Abstain                       
Absent                     

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

Dated: *11/14/17*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

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 difference in cost of the temporary increase from Administrative Analyst II to Program Coordinator for six (6) pay periods beginning October 27, 2017 is One Thousand and Fifty-Three Dollars (\$1,053) and will be funded through Fund 1175, Budget Unit 400, Public Health Administration. There are sufficient appropriations in the approved Fiscal Year 2017-18 budget to accommodate the cost increase due to the vacant position of Program Coordinator. 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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PERSONNEL DEPT.

Date: October 2, 2017

To: Bill Linn

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 Program Coordinator as the current Program Coordinator position is vacant. This assignment is effective October 2, 2017 through October 27, 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 Program Coordinator 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 Program Coordinator 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)



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