



COUNTY OF HUMBOLDT

AGENDA ITEM
NO. **C10**

For the meeting of: January **23**, 2018

Date: January 16, 2018
To: Board of Supervisors
From: Kelly E. Sanders, County Clerk, Recorder and Registrar of Voters
Subject: Advanced Step Appointment in Budget Unit 271

RECOMMENDATION(S):

That the Board of Supervisors approve advanced step appointment for Recordable Document Examiner I Solomon Everta (Class 0155, Salary Range 287) in Budget Unit 271 to Salary Step "C" effective January 28, 2018.

SOURCE OF FUNDING:

Recorder's budget 271.

DISCUSSION:

Solomon Everta has been with the Recorder's Office since May 2017, and is currently a Recordable Documents Examiner I, Step "A". Mr. Everta has an extensive background in records management through previous employment with Six River National Forrest Service. This past experience has caused him to excel in his current position and has allowed us to advance his duties and responsibilities at a faster than normal pace. The Department believes that the advanced step is warranted based on Mr. Everta's demonstrated abilities, qualifications and experience. He is a valuable member of our team.

Prepared by K. Sanders

CAO Approval

E. Bass

REVIEW:

Auditor *W. Smith*

County Counsel *BD*

Human Resources

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 *Wilson* Seconded by Supervisor *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
Nays
Abstain
Absent

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

Dated: *1/23/18*

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

FINANCIAL IMPACT:

The salary difference between Recordable Document Examiner 1 Step "A" and Step "C" is \$112 per bi-weekly pay period. With an effective date of January 28, 2018, there will be 10 bi-weekly pay periods left in the fiscal year for an approximate total of \$1,114 increase in Fiscal Year 2017-18. There is sufficient funding available due to salary savings from a vacant position.

This request supports the Board's strategic framework by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for advanced Salary Step "C" for Solomon Everta, however, this is not recommended.

ATTACHMENTS:

None.