



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C15

For the meeting of: August 21, 2018

Date: July 31, 2018

To: Board of Supervisors

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

Subject: Temporary increase in pay for Ann Kelly Golden, Staff Services Analyst I pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU).

RECOMMENDATION(S):

That the Board of Supervisors authorize a temporary increase in pay for Staff Services Analyst I, Ann Kelly Golden (budget unit (BU) 511, class 0391A, range 379) as though promoted to Administrative Services Officer (BU 516, class 0776, range 427) beginning August 18, 2018 and continuing until the position is filled.

SOURCE OF FUNDING:

Social Service Fund

DISCUSSION:

The Administrative Services Officer position became vacant effective July 20, 2018. On July 23, 2018 Ms. Golden assumed the principle duties of the Administrative Services Officer in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends August 17, 2018. The

Prepared by Connie HagQuist, Staff Services Analyst

CAO Approval **E. S. H. H. H.**

REVIEW:

Auditor **CS**

County Counsel

Human Resources **KLB**

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 **Bass** Seconded by Supervisor **Wilson**

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: **8/21/18**

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

Department of Health and Human Services (DHHS) is requesting that the Board of Supervisors approve the continuance of the acting supervisor salary until the position is filled.

FINANCIAL IMPACT:

The estimated increase in salary and benefits associated with the temporary increase in pay for Staff Services Analyst I, Ann Kelly Golden (class 0391A, range 379) as though promoted to Administrative Services Officer (class 0776, range 427) beginning August 18, 2018 for the remainder of fiscal year 2018-19 is \$11,560. There is sufficient appropriations in fund 1160, budget unit 511-Social Services to accommodate this increase due to vacancies already realized in the current fiscal year. Funding for this position is a combination of federal and state allocations, grants and local funds. Approval of the temporary increase will not impact the general fund.

Approving this recommendation will support the Board's Strategic Framework by providing community-appropriate levels of service and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommended temporary increase in pay however this is not recommended as it would leave DHHS Facilities without an acting supervisor.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1



Humboldt County
Department of
DHHS Health & Human
Services
People helping people.
live better lives

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JUL 24 2018

Administration
Connie Beck, Director


PERSONNEL DEPT
507 E Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412


Date: July 20, 2018
To: Ann Kelly Golden, Staff Services Analyst
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 Administrative Services Officer as the current Administrative Services Officer position is vacant. This assignment is effective July 23, 2018 and ending August 17, 2018; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Administrative Services Officer 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 Administrative Services Officer position 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.

 for C.B. 7/20/18
Connie Beck, Director

 7/25/18
Lisa DeMatteo, Human Resources Director

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