



COUNTY OF HUMBOLDT

For the meeting of: 10/9/2018

File #: 18-1326

To: Board of Supervisors

From: Human Resources

SUBJECT:

Advance Salary Request for Administrative Services Officer Kristin Kovacs (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors approve an advance step salary step for Administrative Services Officer, Step A, Kristin Kovacs, to Administrative Services Officer, Step C, effective October 8, 2018, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

1100 General Fund

DISCUSSION:

Kristin Kovacs was selected to fill the Administrative Services Officer position in the Human Resources - Risk Management Department on August 15, 2017, at Step 1A and her current step is Step A. Ms. Kovacs quickly demonstrated her ability and skill during the time since her hire and has been given additional responsibilities.

Her advanced skill set is evident in her accomplishments related to budget preparation and administration; benefits plan interpretation and administration, and project management. Ms. Kovacs has become the subject matter expert and primary resource for our department regarding budget preparation and administration within OneSolution. Additionally, Ms. Kovacs has expanded her knowledge of benefits plan design and administration beyond the scope of an Administrative Services Officer and has become a valued resource for the department and county. Ms. Kovacs has independently sought education to expand her abilities.

For the reasons stated above and due to Ms. Kovacs often independent achievements in expanding her skills and abilities it is appropriate to increase her Step to an Administrative Services Officer Step C. The Human Resources Director requests the Board to authorize a step increase that would adjust her salary to a step appropriate for her contribution to the county.

FINANCIAL IMPACT:

Kristin Kovacs is classified as an Administrative Services Officer Step A (salary range 431) and the increase to Step C is an additional \$306.58 in salary and benefit expense per pay period.

In total, the increase for the remainder of fiscal year 2018-19 is approximately \$6,131. There are sufficient funds in the Risk Management budget (3520-359) due to salary savings associated to vacancies.

This item 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:

Board discretion

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ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A