



COUNTY OF HUMBOLDT

For the meeting of: 2/9/2021

File #: 21-124

To: Board of Supervisors

From: District Attorney

Agenda Section: Consent

SUBJECT:

Retroactive Advanced Salary Step Request for Crime Analyst, Chelsea Lende (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a step increase for Chelsea Lende, Crime Analyst (class 1399, position 3) from Step 1A (range 419) for the advance to Step C (range 419) and the effective date for the advance to Step C is retroactive to the hire date on December 28, 2020, pursuant to Section 7 of the Humboldt County Salary Resolution. (4/5 Vote Required)

SOURCE OF FUNDING:

Measure Z budget 1100 295, District Attorney

DISCUSSION:

Chelsea Lende was hired on Dec. 28, 2020, as Crime Analyst (class 1399, salary range 419, step 1A). Chelsea joined the Humboldt County District Attorney's Office in December of 2013 as an Office Assistant, was promoted to Legal Office Assistant in July of 2014 and in January of 2016 was promoted to Senior Legal Office Assistant (SLOA). On Dec. 28, 2020, Ms. Lende was selected for the Crime Analyst position.

Throughout her years Ms. Lende has continually shown above average knowledge and skill in each position. Ms. Lende has also shown exceptional initiative in all assigned and unassigned tasks and an exceptional willingness to support and assist fellow co-workers in tasks. She has completed multiple basic and advanced analyst training courses. Ms. Lende is also enrolled in college and will graduate with a bachelor's degree in Sociology in May of 2021 from Chico State University. While serving in the SLOA position she not only accomplished all of her assigned duties she willingly applied and utilized analyst skill, training and knowledge for a growing departmental need of crime analyst work. She creates multiple statcal/analytical reports which show crime trends, patterns, links between criminal groups or enterprises. Ms. Lende currently assists multiple agencies in providing statcal information to support investigations, managers and advisory board members. The analyst abilities have also assisted in the prosecution of multiple serious criminal matters in court. Ms. Lende has

received a commendation for her analyst work from the Commander of the Humboldt County Drug Task Force in assisting in the apprehension of a homicide suspect.

The request to move this employee to step C of the Crime Analyst salary range because Ms. Lende started this position exceeding the minimum requirements by having over two years of professional administrative and analytic experience in a law enforcement setting while at the same time earning her bachelor's degree in May. This effort is to fairly compensate Ms. Lende for her experience, skill and knowledge and for the level of work she has very successfully taken on and has continually accomplished during her years of employment with Humboldt County.

FINANCIAL IMPACT:

Ms. Lende is classified as a Crime Analyst Step 1A (class 1399, position 3, salary range 419) within budget unit 295 as an underfill of the vacant investigator position. She is receiving pay of \$1,951.20 per pay period. The increase to Step C is an additional \$315.20 per pay period. In total, the increase for the remainder of the 2020-21 fiscal year is approximately \$4036.04. Due to this being an underfill of a budgeted investigator position there is sufficient funding in the District Attorney budget (1100295) and a cost savings of \$2,588.36 due to the vacancy within the District Attorney's Office.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by helping to protecting vulnerable populations and providing community-appropriate levels of service as well as managing our resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: None

Meeting of: None

File No.: None