



# COUNTY OF HUMBOLDT

For the meeting of: 12/20/2022

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File #: 22-1607

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**SUBJECT:**

Authorize a temporary increase in pay for Veronica Riggins, Eligibility Supervisor 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:

1. Authorize a temporary increase in pay for Eligibility Supervisor Veronica Riggins (budget unit 511, class 1729, range 445) as though promoted to Program Manager I (budget unit 511, class 0747, range 523) beginning November 26, 2022, and continuing until the incumbent returns.

**SOURCE OF FUNDING:**

Social Services Fund 1160-511

**DISCUSSION:**

The current Program Manager I for the Call Center in Social Services is out. On October 31, 2022, Veronica Riggins assumed the principal duties of the Program Manager I in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends November 25, 2022. Currently the incumbent is scheduled to return in January of 2023, however, the Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve a continuance of the acting supervisor salary until the incumbent returns to work.

**FINANCIAL IMPACT:**

Approval of the temporary increase in pay for Veronica Riggins from Eligibility Supervisor to Program Manager I, is anticipated to cost \$760 in salaries and benefits per pay period. There are sufficient salary savings in Fund 1160, Budget Unit 511 Social Services due to vacancies to cover the temporary increase in pay. There is no impact to the General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would have a negative impact on the ability of DHHS Social Services staff to meet the needs of our community.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A