



COUNTY OF HUMBOLDT

For the meeting of: 9/26/2023

File #: 23-1226

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a temporary increase for Gillian Allen, Staff Services Analyst II 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 Staff Services Analyst II, Gillian Allen (job class 0391B, salary range 439) as though promoted to Supervising Staff Services Analyst (job class 0393, salary range 467) beginning Sept. 22, 2023 and ending once the position is filled.

SOURCE OF FUNDING:

Social Services Fund 1160-511

DISCUSSION:

The current Supervising Staff Services Analyst position is vacant in the Quality Management Services (QMS) unit. On August 28, 2023 Gillian Allen assumed the principal duties on the Supervising Staff Services Analyst in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends Sept. 21, 2023. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve a continuance of the acting supervisor salary until the position is filled.

FINANCIAL IMPACT:

Expenditures (1160, 511)	FY23-24 Projected
Budgeted Expenses	\$1,821
Total Expenditures	\$1,821
Funding Sources (1160, 511)	FY23-24 Projected*
Fees/Other	\$1,821

Total Funding Sources	\$1,821
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**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Approval of the temporary increase in pay for Gillian Allen from Staff Services Analyst to Supervising Staff Services Analyst is anticipated to be an additional cost of \$228 in salaries and benefits per pay period or \$1,821 for eight pay periods. The increase in salaries and benefits will be included in Social Services quarterly claims and reimbursed through state, federal and local funding sources. The funds will come out of the Social Services fund 1160-511.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Staffing impact directly affects the identified employee, Gillian Allen, as they are assuming the acting supervisor role.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of 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 staff to meet the needs of our county employees.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1 Gillian Allen

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A