



# COUNTY OF HUMBOLDT

For the meeting of: 9/26/2023

File #: 23-1225

**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Authorize a temporary increase in pay for Christine Messinger, Staff Services Analyst III 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 III Christine Messinger (job class 0392, salary range 454) as if promoted to Program Manager (job class 0934, salary range 527) beginning August 19, 2023 and continuing until the incumbent returns.

**SOURCE OF FUNDING:**

Social Services Fund 1160-511

**DISCUSSION:**

The current incumbent for the Program Manager position in the Department of Health and Human Services (DHHS) is out. On July 24, 2023 Christine Messinger assumed the principal duties of the Program Manager in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends August 18, 2023. DHHS is requesting the Board of Supervisors approve a continuance of the acting supervisor salary until the incumbent returns.

**FINANCIAL IMPACT:**

<b>Expenditures (Fund, Budget Unit)</b>	<b>FY23-24 Adopted</b>
Budgeted Expenses	3,056
<b>Total Expenditures</b>	<b>3,056</b>
<b>Funding Sources (Fund, Budget Unit)</b>	<b>FY23-24 Adopted</b>
State/Federal Funds	3,056
<b>Total Funding Sources</b>	<b>3,056</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

Approval of the temporary increase in pay for Christine Messinger from Staff Services Analyst to Program Manager is anticipated to be an additional cost of \$382 in salaries and benefits per pay period or \$3,056 for eight pay periods. As this temporary assignment is due to extended leave of a tenured employee there are no net neutral savings from the position as plenty of leave time is available. The Staff Services Analyst position resides in Fund 1160, Budget Unit 511 where a Senior Office Assistant position has been held vacant since the beginning of the fiscal year, creating savings to allow for this temporary assignment. The increase in salaries and benefits will be included in Social Services quarterly claims and reimbursed through state, federal and local funding sources. There is no impact to the County General Fund.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

Staffing impact directly affects the identified employee, Christine Messinger, as they assumed the assumed the principal duties of Program Manager for 20 consecutive work days.

**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 Christine Messinger

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A