COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1068

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:
Retroactive Advance Step Request for Administrative Analyst II [M/C] Position

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve the retroactive advance step for Administrative Analyst II [M/C] (salary range 486), Patricia Lawson, in Budget Unit 277 from salary step "B" to salary step "D" effective May 26, 2024 (4/5 vote required).

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:
The Planning & Building Department recently promoted Patricia Lawson to Administrative Analyst II, M/C on May 26, 2024. At that time, Ms. Lawson accepted the position at Step D and the department had intentions to honor that request. However, according to the Compensation Plan for Management and Confidential employees, salary advancement requests must be approved by the Board of Supervisors per Section 7 of the Salary Resolution.

Ms. Lawson has been employed with the county for over 28 years and brings strong fiscal, analytical, and administrative experience to her new position. She has been working as an Administrative Analyst with the Department for the last 9 years where she was proven vital in all fiscal aspects necessary for implementation of the Cannabis Ordinance. She has served as subject matter expert in hiring processes for positions equal to or similar in job duties. She is also tasked with various reports and tracking of accounts payable and receivable.

In addition, Ms. Lawson is integral in the preparation and submission of annual and mid-year budget documents as well as year-end closing. Responsibilities as a primary approver in Finance Enterprise for department expenditures, Ms. Lawson has proven to have the acute attention to detail to ensure all county policies and procedures are adhered to. Ms. Lawson's extensive knowledge of fiscal budget reports, along with her ability to establish and maintain effective work relationships with other county offices, local agencies and the general public should be recognized.

Therefore, the Planning & Building Department believes that Ms. Lawson's qualifications and experience are uniquely appropriate for the Planning and Building Department and this work should be recognized by assigning Patti Lawson to a retroactive Step "D" as Administrative Analyst II [M/C].

SOURCE OF FUNDING:
1100277 - Current Planning General Fund Allocation

FINANCIAL IMPACT:
The Fiscal Year (FY) 2023-24 increase in salary and benefits for the Administrative Analyst II, M/C, from step "B" to step "D" from May 26, 2024 to June 30, 2024 would cost $997.17 and the existing budgeted Salaries & Employees Benefits is sufficient to cover this step increase for FY 2023-24. The FY 2024-25 budget was prepared to account for this position as a step "D" and there are sufficient appropriations in Fund 1100, Budget Unit 277 Current Planning to fund this in FY 2024-25.

STAFFING IMPACT:

Position Title	**Position Control Number**	**Monthly Salary Range (1A-E Step)**	**Additions (Number)**	**Deletions (Number)**
Administrative Analyst II, M/C	282-0605-01	D	0	0

Narrative Explanation of Staffing Impact:
There is no staffing impact related to the recommended action.

OTHER AGENCY INVOLVEMENT:
None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may choose to not follow the staff recommendation. However, this is not recommended because recognizing the valuable contribution of our employees helps attract and retain qualified individuals.

ATTACHMENTS:
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PREVIOUS ACTION/REFERRAL:
Meeting of: Click or tap here to enter text.
File No.: Click or tap here to enter text.