COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1112

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Authorize Temporary Increase in Pay for Paul Donoho Road Superintendent, Pursuant to Section 12.4 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Authorize temporary increase in pay for Paul Donoho Road Superintendent (class 201, range 478) as though promoted to Road Division Manager (class 210, range 521) beginning the twenty first consecutive workday after the assignment began July 7, 2024, and continuing until the return of the Road Division Manager.

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

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3002 - Invest in county facilities

DISCUSSION:
The Road Division Manager (class 210, range 521) with the Department of Public Works, is currently off on a leave of absence. Paul Donoho Road Superintendent, (class 201, range 478), has been filling in since July 7 ,2024, he will assume the additional principal duties of the Road Division Manager, in accordance with Section 12.4 of the AFSCME MOU for a total of 20 consecutive workdays, but there will continue to be a need for this acting supervisor assignment to continue. Public Works is requesting your Board approve the continuance of the acting Road Division Manager salary for Mr. Donoho until the return to work of the Road Division Manager.

SOURCE OF FUNDING:
Roads Fund 1200325

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
The temporary assignment of 1.0 Full Time Equivalent (FTE) Road Superintendent to a 1.0 FTE Road Division Manager is calculated to cost an additional $1,552 for salary and benefits per pay period. Salary and benefit costs related to Road Division Manager position are included in the recommended budget for fiscal year 2024-25, Public Works, budget unit 1200325.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:
There is no staffing impact to the Public Works Roads full time equivalent (FTE) and will not change staffing allocations.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Your board may choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would limit Public Works ability to cover essential functions.

ATTACHMENTS:
N/A

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A