COUNTY OF HUMBOLDT

For the meeting of: 7/22/2025

File #: 25-863

To: Board of Supervisors

From: Assessor

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:
Advanced Salary Step Request for Senior Assessment Technician, Katrina Storey (4/5 Vote Required)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve the advanced step request for, Katrina Storey, at Step A (Salary Range 379), upon promotion to the Senior Assessment Technician (Class 1172) position, effective July 27, 2025. (4/5 Vote Required)

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

Area of Focus: Core Services/Other
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
Katrina Storey was hired Jan. 6, 2025, as an Assessment Technician I in the Assessor's Office. Katrina has excelled in this position as she brought with her 10 years of supervisory experience from previous employment. The six months that Katrina has been in the Assessor's Office, she has quickly learned the property tax process resulting in exceptional customer service and information to the public. Katrina has a master's degree in data science from University of Colorado. Her degree in Data Science equips her with advanced analytical and problem-solving skills that directly support the responsibilities of a Senior Assessment Technician.

Through the hiring process, Katrina has been selected for promotion to a Senior Assessment Technician. Due to her education, experience and knowledge in the office, the Assessor's Office requests an advanced step placement to a Step A upon promotion to the Senior Assessment

Technician position on July 27, 2025

SOURCE OF FUNDING:
General Fund (1100113)

FINANCIAL IMPACT:

Expenditures (1100, 103)	**FY25-26**	**FY26-27 Projected***	**FY27-28 Projected***
Budgeted Expenses	68,791	72,230	75,842
Additional Appropriation Requested	0	0	0
Total Expenditures	**68,791**	**72,230**	**75,842**
Funding Sources (1100, 103)	**FY25-26**	**FY26-27 Projected***	**FY27-28 Projected***
General Fund	68,791	72,230	75,842
Total Funding Sources	**68,791**	**72,230**	**75,842**

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:
The Senior Assessment Technician was budgeted at a Step A in the adopted Fiscal Year (FY) 2025-26 budget in Fund 1100, Budget Unit 113 - Assessor's Office. The cost of this position for FY 2025-26 is budgeted at $68,791 and will be included in future annual budget cycles.

STAFFING IMPACT:
There is no direct impact on staffing as this position was allocated and budgeted in FY 2025-26.

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may choose not to approve the advanced step request; however, this is not recommended as it would create a negative impact on the Assessor's Office ability to meet its obligation to the public and retain quality staff members.

ATTACHMENTS:
N/A

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