



Legislation Text

File #: 17-722, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Crystal Markytan, Social Services Director

DATE: August 22, 2017

SUBJECT: Approve Request to Appoint Extra Help Employees Karen Kelley and Phyllis Murphy From Eligibility Worker II to Eligibility Specialist II at Advanced Salary Step 4.

EXECUTIVE SUMMARY:

As your board is aware, Eligibility Workers were recently reclassified to Eligibility Specialists. As part of this transition, we are requesting that two current Extra Help Eligibility Worker II incumbents, Phyllis Murphy and Karen Kelley, be appointed to Extra Help Eligibility Specialist II's at an advanced step 4 salary.

Both Phyllis Murphy and Karen Kelley have held Extra Help Eligibility Worker II positions for nearly four years. Prior to the Extra Help Eligibility Worker appointment, both were permanent Eligibility Workers for approximately 10 years. They each have substantial knowledge and expertise that warrants an advanced step salary adjustment.

The Department of Social Services requests approval to appoint Phyllis Murphy and Karen Kelley to Eligibility Specialist II at Advanced Salary Step 4. I have consulted with HR and they support this request.

FISCAL IMPACT: ___ None ☒ Budgeted ___ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested: 0

Annual Cost (if planned for future years): 0

FISCAL IMPACT (Narrative): There is no County cost associated with this salary step request.

STAFFING IMPACT (if applicable): None.

RECOMMENDED ACTION: Approve request to appoint Extra Help employees Karen Kelley and Phyllis Murphy from Eligibility Worker II to Eligibility Specialist II at advanced salary step 4.

Thank you for your consideration.

cc: Kathy Ferguson, Human Resources Director