



Legislation Text

File #: 18-158, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: February 27, 2018

SUBJECT: Authorization for County Administrative Officer to Approve Step Advancement for Non-Management, Confidential Unit Deputy County Administrative Officer I/II/III- Hourly employee, retroactive to January 23, 2018.

EXECUTIVE SUMMARY:

On January 23, 2018, your Board adopted Resolution No. 2018-04, a Resolution Amending Resolution No. 2017-125 Establishing Position Allocations for Fiscal Year 2017-18. Budget Unit No. 1012, Administrative Office. This resolution served to allocate our .50 full-time equivalent Deputy County Administrative Officer I/II/II position to the Confidential Unit as Deputy County Administrative Officer I/II/III-Hourly.

As you recall, according to the Fair Labor Standards Act, the salary for this position at half-time is insufficient to be considered management/exempt. Because of this, staff recommended this position be reclassified and allocated to the Confidential Unit.

The staff member this effects was due for merit increase, however because of the shift from Management MOU to Confidential, consequently, the current Unit does not allow for a step increase at 6 months' time.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Staff recommends your Board authorize the County Administrative Office to allow this one time step

advancement for said employee, as it was originally intended at the time the resolution was adopted, retroactive to January 23, 2018.