



Legislation Text

File #: 19-632, Version: 1

MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: Todd Metcalf, BS
Behavioral Health Services Administrator

DATE: July 16, 2019

SUBJECT: Approve Request for Advance Step Increase of Mental Health Specialist II, Step 5 for Dr. Ebony Coleman

EXECUTIVE SUMMARY: As this candidate possesses a PhD in forensic psychology and has a wide variety of valuable, relevant and transferable experience in providing specialty therapeutic mental and clinical health services, I am requesting approval to advance Dr. Coleman to salary step level 5 at \$27.89. The Human Resources Director is in agreement.

The delay in requesting a step 5 salary increase for Dr. Coleman is due to a myriad of reasons. These reasons include new staff not being fully trained in the hiring process, lack of proper checks and balances (which are now in place), and some miscommunication and misunderstanding between LCBHS and HR staff.

Dr. Coleman's specialized knowledge and experience are valuable to us and warrant the request for step 5.

FISCAL IMPACT: Adequate funds exist in wages and benefits object codes for this request and is accounted for in the existing budget due to unfilled positions resulting in staff salary savings.

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Approve Request for Advance Step Increase of Mental Health Specialist II, Step 5 for Dr. Ebony Coleman.