



Legislation Text

File #: 19-806, **Version:** 1

MEMORANDUM

TO: The Honorable Tina Scott, Chair, Lake County Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: August 27, 2019

SUBJECT: (a) Approve appointment of Victoria Smithson to Staff Services Analyst Senior at Behavioral Health, at Salary Step 3, retroactive to May 20, 2019, Pursuant to Rule 1604.6 of the Lake County Personnel Rules; and (b) Approve appointment of Morgan Hunter to Staff Services Analyst I at Behavioral Health, at Salary Step 2, retroactive to January 7, 2019, Pursuant to Rule 1604.6 of the Lake County Personnel Rules; and (c) Direct staff to prepare a minute order documenting your action.

EXECUTIVE SUMMARY:

As your Board recalls, on December 18, 2018, your Board approved changes to our Personnel Rules regarding salary on promotion of existing employees. This change corrected a long standing inequity whereby new hires from the outside could be brought in at higher salary rates than highly qualified existing employees who are promoted.

However, at that time, staff neglected to also bring forward changes to all the applicable MOU's necessary to operationalize your Board's new policy. As you know, the MOU's were approved over a period of months, starting in May 2019, just completed recently.

During this time, there were two existing well-qualified employees who were promoted, and for whom their Department Head requested an advanced salary step, but it could not be processed for the reasons explained above, despite the concurrence of HR that the employees met the requirements for such appointment.

In keeping with the spirit and intent of the policy your Board adopted on December 18, 2019, staff is recommending your Board approve retroactively, the advanced salary steps for the two affected employees. Please note that these are the only two requests received during this time and the only two that will be brought forward for retroactive consideration. Moreover, on July 23, 2019, your Board approved the last of the related MOU amendments so there will be no future situations in which the Personnel Rules and the MOU's are inconsistent.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): Behavioral Health is a non-General Fund department that has sufficient funding in its FY 19/20 budget to cover the cost without additional appropriations.

STAFFING IMPACT (if applicable):

RECOMMENDED ACTION:

(a) Approve appointment of Victoria Smithson to Staff Services Analyst Senior at Behavioral Health, at Salary Step 3, retroactive to May 20, 2019, Pursuant to Rule 1604.6 of the Lake County Personnel Rules.

(b) Approve appointment of Morgan Hunter to Staff Services Analyst I at Behavioral Health, at Salary Step 2, retroactive to January 7, 2019, Pursuant to Rule 1604.6 of the Lake County Personnel Rules.

(c) Direct staff to prepare a minute order documenting your action.