



## Legislation Text

File #: 21-731, Version: 1

### Memorandum

**Date:** August 3, 2021

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Pam Samac - Human Resources Director on Behalf of the CCRR Committee

**Subject:** Consideration of Amendment to the Existing Salary on Appointment and Advanced Step Appointment Policy 1601.1

**Executive Summary:** (include fiscal and staffing impact narrative):

Staff submits for your Board's consideration the Amended Salary on Appointment and Advanced Step Appointment policy.

The amended policy updates include:

1. Defined extraordinary qualifications for advanced step 2 and 3.  
In order to qualify for Step 2 or Step 3 advanced step appointment the employee or applicant must possess two or three times the minimum qualifications in the relevant field and/or have advanced education, technical skills, or specialized certifications needed by the County.
2. Added Highest Previous Rate Category  
This pay setting flexibility applies to salary grade schedule and allows an employee's pay to be set above step one of the grade based on a higher rate of pay the employee received in a previous county, city, state, or federal job in the same or comparable class.
3. Changed advanced step 4 and 5 request to be submitted to the Classification, Compensation, Recruitment, and Retention Committee (CCRR) Committee to prepare recommendation to the Board of Supervisors for approval of advance step placements.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> Not applicable      |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                  | <input type="checkbox"/> Revenue Generation  |
|  |  |  | <input type="checkbox"/> Cost Savings        |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?  
How long has Agreement been in place?  
When was purchase last rebid?  
Reason for request to waive bid?

**Recommended Action: Approve amendment to existing Salary on Appointment and Advanced Step Appointment Policy 1601.1 pending Meet and Confer Meeting with the unions.**