



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

For the meeting of: March 10, 2015

Date: February 11, 2015  
To: Board of Supervisors  
From: Phillip Smith-Hanes, County Administrative Officer *PSH*  
Dan Fuls, Human Resources Director *DF*  
Subject: Compensation Adjustment for Sheriff-Coroner-Public Administrator

### RECOMMENDATION(S):

That the Board of Supervisors approves a 10% increase in base pay for the position of Sheriff-Coroner-Public Administrator (class 0100), effective at the beginning of the next pay period following approval, and adopts the attached resolution amending the 2014-2015 compensation plan for elected county department heads.

SOURCE OF FUNDING: General Fund

### DISCUSSION:

The Board has adopted a Compensation Plan for Elected and Appointed Department Heads which provides a process for evaluating additional compensation for department heads based on changes in responsibility.

Pursuant to the language in the Compensation Plan regarding increased responsibilities, Sheriff Michael T. Downey requested consideration for additional compensation for taking on the additional duties of Coroner-Public Administrator effective February 1, 2015. This occurred pursuant to your Board's action to

Prepared by	Phillip Smith-Hanes	CAO Approval	<i>Amey Olsen</i>
REVIEW:			
Auditor	County Counsel <i>ck</i>	Human Resources <i>DF</i>	Other
TYPE OF ITEM:			
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Departmental			
<input type="checkbox"/> Public Hearing			
<input type="checkbox"/> Other			
PREVIOUS ACTION/REFERRAL:		BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT	
Board Order No. _____		Upon motion of Supervisor	
Meeting of: _____		Seconded by Supervisor	
		Ayes	
		Nays	
		Abstain	
		Absent	
		and carried by those members present, the Board hereby approves the recommended action contained in this Board report.	
		Dated: _____	
		By: _____	
		Kathy Hayes, Clerk of the Board	

consolidate these formerly separate departments, each headed by a separately elected official, under Ordinance No. 2524.

This request was evaluated by the County Administrative Officer and the Human Resources Director and additional compensation of 10 percent is recommended for the combination of these two offices. To effectuate this, a resolution amending the compensation plan is necessary. Such a resolution is attached for the Board's consideration.

On February 10, 2015, your Board took action to formally remove the former position of Coroner-Public Administrator from the county's position allocation. Adoption of today's requested resolution will also remove the Coroner position from the compensation plan.

FINANCIAL IMPACT:

The monthly salary increase is \$1,242. Total annual cost including benefits would be approximately \$19,569.

Elimination of the Coroner-Public Administrator position saved \$8,715 monthly. On February 10, your Board approved an additional allocation for a Deputy Sheriff I/II, which will cost approximately \$4,887 monthly at top step. Even with additional compensation for the Sheriff, there is still a net savings to the county through the consolidation of offices.

This action supports your Board's strategic framework, five key goals for 2014-15, as an effort to consolidate or share services.

OTHER AGENCY INVOLVEMENT:       None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to provide additional compensation for the position of Sheriff-Coroner-Public Administrator. This alternative is not recommended as the past practice of the county has been to provide increased compensation when department heads lead combined departments.

ATTACHMENTS:

1. Resolution Amending Compensation Plan for Elected and Appointed Department Heads



Attachment 1

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified copy of portion of proceedings, Meeting on March 10, 2015**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS  
AMENDING RESOLUTION NO. 14-93 (2014-2015 COMPENSATION PLANS FOR  
MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED  
COUNTY DEPARTMENT HEADS)**

**WHEREAS**, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

**WHEREAS**, on November 14, 2014, the Board of Supervisors adopted Resolution No. 14-93, providing for the compensation plans for management and confidential employees and for elected and appointed County department heads; and

**WHEREAS**, the Board of Supervisors desires to amend Resolution No. 14-93 to provide additional compensation

**NOW, THEREFORE, BE IT RESOLVED that:**

1. Attachment 2 to Exhibit B of Resolution No. 14-93 is hereby amended to read as show on the attached sheet.
2. This resolution shall become effective upon adoption by the Board of Supervisors and includes the implementation date stated herein.

ESTELLE FENNELL, Chair of the Board

Adopted on motion by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_, and the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA )  
County of Humboldt )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

Attachment 1

IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed the Seal of said Board of Supervisors.

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KATHY HAYES  
Clerk of the Board of Supervisors of  
the County of Humboldt, State of California

ATTACHMENT 2

MONTHLY SALARIES FOR  
ELECTED DEPARTMENT HEADS  
UNIT 11

CLASS NUMBER	CLASS	SALARY 03-15-15
	Assessor	\$ 9,445
	Auditor-Controller	\$ 9,445
	<del>Coroner-Public Administrator</del>	<del>\$ 8,715</del>
	District Attorney	\$13,166
	Recorder	\$ 9,445
	<del>Sheriff</del>	<del>\$12,422</del>
	Sheriff-Coroner Public Administrator	\$13,664
	Treasurer-Tax Collector	\$ 9,445