COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: May 20, 2014

Submitting Department(s):
Personnel Department

Contact: Jamie Cannon, Director of Personnel
Phone: 530-934-6005

BRIEF SUBJECT/ISSUE DESCRIPTION:
Recommendation to approve the E Step of Salary Range 347 for Ms. Debbie Lambert, pursuant to Minute Order 16.

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required ___ Minutes

☑ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)

☐ Receive Concurrence

ATTACHMENTS
☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution

LEGAL/PERSONNEL/FISCAL
☐ County Counsel
☑ Personnel
☐ Finance

CLERK INSTRUCTIONS
☐ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

Public Hearings:
☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

LEGISLATION

☐ State ☐ Federal

FUNDING SOURCE/IMPACT

☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

☐ New ☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract No.: 
Fiscal Year:

RECOMMENDED ACTION/MOTION:
Recommendation to approve the E Step of Salary Range 347 for Ms. Debbie Lambert, pursuant to Minute Order 16.

Department Head

Reviewed By (if applicable):
Personnel Director

Department of Finance
EXECUTIVE SUMMARY:
The Board of Supervisors took action on the May 6, 2014 Board of Supervisors Meeting to adopt the resolution recommending a reclassification of the Deputy Clerk of the Board classification to that of Senior Deputy Clerk of the Board. This reclassification resulted in an adjustment from range 327 to range 347.

The existing incumbent, Ms. Debbie Lambert, has been working out of classification for over two years. In order to recognize Ms. Lambert for her dedication and excellence in the position, it is recommended that the Board of Supervisors authorize their power to specify salary, and place Ms. Lambert at Step E on the 347 salary range. Ms. Lambert would otherwise be placed at Step D.

RECOMMENDATION(S):
Recommendation to approve the E Step of Salary Range 347 for Ms. Debbie Lambert, pursuant to Minute Order 16.

The Board of Supervisors possess the authority to specify salary, pursuant to 10.060.06 (P).

HISTORY AND BACKGROUND:
Please see above.

FISCAL/PERSOONNEL IMPACT(S):
There are no additional fiscal impacts for the 2013/14 fiscal year. As mentioned in the May 6, 2014 board report, there will be a fiscal impact in 2014/15 of approximately $7,040.

ANALYSIS/DISCUSSION:
Please see above.