



## Legislation Details (With Text)

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**File created:** 8/7/2020      **In control:** Board of Supervisors

**On agenda:** 8/25/2020      **Final action:** 8/25/2020

**Title:** Chief Administrative Office recommending the Board approve a step increase from Step 1 to Step 2 for Kimberly Dawson, Clerk of the Board of Supervisors, increasing her salary from \$7,420.40 to \$7,846.80 per month, effective August 29, 2020.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
8/25/2020	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board approve a step increase from Step 1 to Step 2 for Kimberly Dawson, Clerk of the Board of Supervisors, increasing her salary from \$7,420.40 to \$7,846.80 per month, effective August 29, 2020.

### DISCUSSION / BACKGROUND

Under normal circumstances step increases for department heads are recommended at the same time as the completion of the annual performance evaluation. Due to delays in completing the 360 evaluation survey for Ms. Dawson, the evaluation is still in the process of being finalized; yet her one year anniversary as the Clerk of the Board of Supervisors was on August 7, 2020.

Section 504 of Salary & Benefits Resolution for Unrepresented Department Heads states, "*The Board of Supervisors has the discretion to appoint Appointed Department Heads at any step and to move them to any salary step at any time.*" Approval of this recommendation will provide Ms. Dawson with the step increase instead of having to wait until the evaluation is completed which was delayed as no fault of her own.

### ALTERNATIVES

The Board could choose not to approve the recommendation at this time and wait for the annual evaluation to be completed.

### PRIOR BOARD ACTION

N/A

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

### FINANCIAL IMPACT

The step increase will result in an approximate annual increase of \$5,900. As this is a planned step increase, sufficient appropriations to cover the cost of the increase were included in the Fiscal Year

2020-21 budget.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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