

# COUNTY OF SANTA CRUZ

## Personnel Department

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August 21, 1998

Agenda: September 1, 1998

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### GROSS PAY ADJUSTMENTS

Dear Members of the Board:

The Personnel Department is requesting your Board's approval of gross pay adjustments in the amounts of \$824.00, \$176.00, and \$93.80 for employees in the Human Resources Agency and **\$2,255.24** for an employee in the Health Services Agency.

The adjustments are requested for the three Human Resources Agency employees to rectify administrative errors that occurred due to the following: One of the affected employee's step advancements was not processed in a timely fashion (this represented a random staff error and not a system deficiency); a second employee did not receive an AFDC differential in a timely fashion which was caused by a lack of clarity of procedural requirements (these procedures have been strengthened to assure this situation does not reoccur); a third employee did not receive compensation for work in a higher class because the paperwork was lost (again, this is an unusual occurrence which resulted in a tightening of internal procedures). The last change affects an employee in the Health Services Agency who was incorrectly placed at the wrong step. This error occurred at an administrative level and procedural steps have been taken to assure this kind of error is not repeated.

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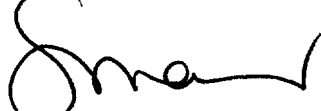
It is therefore RECOMMENDED that your Board approve gross pay adjustments in the amounts of \$824.00, \$176.00, and \$93.80 for the employees in the Human Resources Agency. It is also recommended that your Board approve a gross pay adjustment in the amount of \$2,255.24 and place the Health Services Agency employee at the correct step.

Very truly yours,



Dania Torres Wong  
Personnel Director

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

cc: Auditor, HSA, HRA, Personnel (2), SEIU