



County of Santa Cruz

DISTRICT ATTORNEY'S OFFICE
RONALD L. RUIZ, DISTRICT ATTORNEY

May 17, 1999

Agenda: June 15, 1999

The Honorable Jeff Almquist, Chairperson
and Members of the Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

SUBJECT: GROSS PAY ADJUSTMENT

Dear Chairperson Almquist and Members of the Board:

A Clerk II was hired in the Family Support Division of the District Attorney's Office on 7/12/97. She was a Typist Clerk II at Step 2 with Health Services Agency at the time, and accepted a voluntary demotion. In accordance with voluntary demotion rules the employee was hired at Step 2.

After completing the steps to advance the employee to Step 3 on April 12, 1999, the department was advised that she was actually due a Step increase at Health Services Agency in the pay period prior to starting at Family Support. If the correct step advancement had been done at that time, the employee would have been advanced to Step 4 effective 2/20/99 (PP5).

To further complicate matters, the retraining differential would have been different had the employee been placed at Step 3 prior to coming to Family Support. We have calculated the employee's salary at the rate she was due and also at the rate she was actually paid.

Only the Board of Supervisors can correct a step advancement problem that occurred over ninety days ago. We are requesting that the employee be placed at the correct step and that the employee be reimbursed the salary due of \$698.26.

☐ **SANTA CRUZ OFFICE**

P.O. Box 1159
701 OCEAN STREET
SANTA CRUZ, CA 95051
(831) 454-2400
(831) 454-2227 FAX

☐ **WATSONVILLE OFFICE**

P.O. BOX 228
FREEDOM, CA 95019
1430 FREEDOM BLVD.
WATSONVUE, CA 95076
(831) 763-8120

☒ **FAMILY SUPPORT DIVISION**

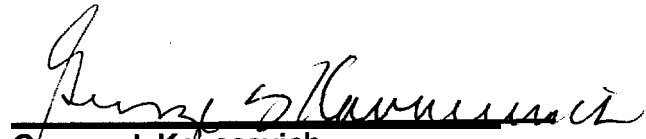
P.O. Box 1841
420 MAY AVENUE
SANTA CRUZ, CA 95061
(831) 454-3700
(831) 454-3752 FAX

Honorable Jeff Almquist, Chairperson
and Members of the Board of Supervisors
May 17, 1999
Page 2

IT IS THEREFORE RECOMMENDED that your Board approve a gross pay adjustment of \$698.26.

Sincerely,

RONALD L. RUIZ
DISTRICT ATTORNEY



George J. Kovacevich
Chief Deputy District Attorney

RLR/DL/dlf

RECOMMENDED:



SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER

cc: Michelle LaFantasie

lafantasie