

May 11, 2004

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF STEP INCREASE FOR BRIGHT FUTURES OUTREACH COORDINATOR

BACKGROUND: Your Commission approved hiring a half time extra hire OE1 Outreach Coordinator at the regularly scheduled Commission meeting October 25, 2002.

The position was filled on March 7, 2003 by Rupi Dail. Rupi has been an excellent employee. Her communication skills with parents, public speaking skills, ideas for improving the Bright Futures program and attention to detailed data collection have been invaluable to the program. She does her job with the utmost professionalism.

CURRENT PROPOSAL: Approve a step increase for Bright Futures Outreach Coordinator from OE1 step 3 to OE1 step 4.

RECOMMENDATION: It is the recommendation of the Executive Director to approve a step increase for the Bright Futures Outreach Coordinator, Rupi Dail from OE1 step 3 to OE1 step 4.

IMPACT ON COMMISSION RESOURCES:

Budget impact of change from OE1 step 3 to OE1 step 4

	OE1/3	OE1/4	Difference	
51020 Extra Help	\$11,183	\$11,808	+\$625	Based on 520 hours in each half-year
51100 Co. Contrib FICA	\$855	\$903	+\$48	
51110 Co. Contrib. Retire	\$1,215	\$1,283	+\$68	
51111 Retirement Allowance	\$717	\$764	+\$47	
TOTAL	\$13,971	\$14,758	+\$788	

Hourly wage July - December \$10.5416 \$11.1309
Est hourly wage January - June \$10.9633 \$11.5761 Subject to negotiations w/ Employee Association

POLICY ACTION REQUESTED: Approval of executive directors recommendation.

DC:bd