



COUNTY OF HUMBOLDT

For the meeting of: 2/19/2019

File #: 19-14

To: Board of Supervisors
From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Overlap of Two Individuals in Administrative Services Manager Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize Overlap of two individuals in Administrative Services Manager from December 16, 2018 through December 31, 2018.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

This request is to allow an overlap of employment in the Administrative Services Manager position for two individuals. The incumbent, Paula Mushrush, is retired December 31, 2018. The Department recruited and offered the position to Delilah Moxon effective December 17, 2018. This allowed an overlap of two weeks, which would allow Ms. Moxon to work with Ms. Mushrush to learn the job. A two-week overlap is allowed for positions that are not in the Management/ Confidential Unit. Since this position is Management/Confidential it requires Board of Supervisors approval to allow the overlap.

Training is an important part of installing an employee into a new position. Training is best accomplished by the person who holds the job. The department wanted Ms. Moxon to have the opportunity to begin her new role with the incumbent Ms. Mushrush as an available resource.

Ms. Mushrush is continuing as a part-time retired annuitant after the first of the year, but her primary role will be to train a new Program Manager associated with implementation of the Housing Program. The Board has already authorized her to continue in this role prior to 180 days of separation. She is proposed to retain the title of Administrative Services Manager during this six-month period.

FINANCIAL IMPACT:

The salary and benefit costs associated to of the overlap of positions is \$3,600.00. The cost of having

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two people in the same position will come from salary savings related primarily to the delay in hiring a Program Coordinator.

This action supports the Board's Strategic Framework Plan by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

Human Resources has been involved in this transition.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors could choose not to allow this overlap. In which case Delilah Moxon would remain Permit Supervisor until Paula officially retires, and the Acting Permit Supervisor Karen Meynell would remain a Senior Permit Specialist until after the first of the year. This is not recommended.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A