



COUNTY OF HUMBOLDT

For the meeting of: 10/22/2019

File #: 19-1437

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Temporary Overlap of Two Individuals in Administrative Analyst I/II Position, Class 0626, Range 382, Position #001

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the temporary overlap of two individuals in the Administrative Analyst I/II position within the Economic Development Division for a period of 60 days; and
2. Direct Human Resources to begin a recruitment to develop an eligibility list for Administrative Analyst I/II.

SOURCE OF FUNDING:

The position will be funded by the General Fund (20 percent), Headwaters Fund (20 percent), and Workforce Investment (60 percent).

DISCUSSION:

The request before your Board is to allow a temporary overlap of employment in the Administrative Analyst I/II position for two individuals. The incumbent, Debbie Damiano, is retiring on January 10, 2020. It is unknown at this time who will be hired to fill this position as there is not a current Administrative Analyst I/II eligibility list.

Per the American Federation of State, County, & Municipal Employees Memorandum of Understanding (Section 10.1.2), a two-week overlap may be approved by the County Administrative Officer upon recommendation of the department head. Since this request is for a 60-day time period, it requires your Board's approval to allow an extended overlap.

Training is an important part of onboarding an employee into a new position, and that training is best accomplished by the person who holds the job. The department would like the new hire to have an opportunity to begin his/her new role with the incumbent as an available resource.

FINANCIAL IMPACT:

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The additional salary costs associated with the temporary overlap of the position is approximately \$9,782. These costs will be split between Economic Development's three budget units as follows:

BU 275 - General Fund -\$1,956
BU 286 - Headwaters Fund -\$1,956
BU 287 - Workforce Investment -\$5,870

These additional costs will require no budget modifications as each of the budget units have accrued salary savings due to vacant positions.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to authorize this temporary overlap. This alternative is not recommended as it would not allow for an adequate amount of time to train a newly hired employee.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A