



COUNTY OF HUMBOLDT

For the meeting of: 7/13/2021

File #: 21-951

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Temporary Increase in County Clerk Recorder Full Time Equivalent (FTE)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate one temporary Full Time Equivalent (FTE) Recordable Documents Examiner I/II position - Class Number 0155, Salary Range 295-324, 37.5 hours a week.

SOURCE OF FUNDING:

County Clerk Recorder, Fund 1100 271

DISCUSSION:

In the adopted budget for fiscal year (FY) 2021-22, the Clerk Recorder sought to create an interdepartmental promotional only Senior Recordable Documents Examiner position in order to promote one of the four currently filled Recordable Documents Examiner I/II employees. As the department did not intend to increase the total number of FTE, one FTE Sr. Recordable Document Examiner was added to the budget, and one FTE Recordable Document Examiner I/II was eliminated.

Unfortunately, this proposal was not accepted by the Human Resource Department who clarified that the department must create a vacant position in order to recruit for the promotional position, and therefore should have retained the 4 FTE Recordable Documents I/II positions until one employee was promoted to the requested Senior Recordable Documents Examiner position.

The Clerk Recorder comes before the Board to request a temporary reinstatement of one FTE Recordable Documents Examiner I/II in the FY 2021-22 budget until the interdepartmental promotion only Senior Recordable Documents Examiner position has been recruited and filled. At which time the department will submit a separate request to deallocate one FTE temporary Recordable Document Examiner I/II, returning the department to the intended staffing levels.

FINANCIAL IMPACT:

This request will have no financial impact as salary and benefits costs have been included in the

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approved FY 2021-22 budget.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request and have the senior position underfilled until the promotion is completed.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

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