



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
CI

For the meeting of: June 12, 2018

Date: June 7, 2018
To: Board of Supervisors
From: Cheryl Dillingham, Interim Auditor-Controller
Subject: Temporary Allocation of Assistant Auditor-Controller Position and Temporary Overlap of Senior Auditor-Controller

RECOMMENDATION(S):

That the Board of Supervisors:

1. Temporarily allocate one full-time Assistant Auditor-Controller (salary range 493, class 0646) position in budget unit 111, effective June 17, 2018 through January 7, 2019; and
2. Approve a temporary overlap for the position of Senior Accountant-Auditor (salary range 419, class 1632, position number 01) with the incumbent employee for a period not to exceed three pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund

Prepared by _____ CAO Approval 

REVIEW: Auditor _____ County Counsel _____ Human Resources LD Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Wilson
Ayes Fennell, Sundberg, Bohn, Wilson
Nays _____
Abstain _____
Absent Bass

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 6/12/18

By: 
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Auditor-Controller resigned on April 27, 2018. The position of Auditor-Controller is an elected position and the current term expires on December 31, 2018. Based on the results of the June 5, 2018 election the current Assistant Auditor-Controller will become the next Auditor-Controller and will assume office on January 7, 2019 after she is sworn in. The department is requesting that the Board approve the temporary allocation of an Assistant Auditor-Controller position for approximately six months. The additional position will be eliminated when the existing Assistant Auditor-Controller position becomes vacant. The temporary allocation of an additional position will facilitate the transition to a new Auditor-Controller and will benefit the office with improved supervisory capabilities, administration of the department and distribution of the workload.

The Auditor's office is also requesting an overlap of the existing Senior Accountant-Auditor position responsible for property taxes of six weeks. Due to the varied and complex nature of the position, a temporary dual-fill of this position will provide an opportunity for extended training and aid in an efficient transition, minimizing the impacts on the Auditor's office as well as other departments.

FINANCIAL IMPACT:

The cost of the temporary Assistant Auditor-Controller positions for six months is \$59,848. It is anticipated that sufficient funds are available in the Auditor-Controller proposed fiscal year 2018-19 budget. The department can transfer funds in extra-help and professional services to cover the additional expense.

The requested overlap of the Senior Accountant-Auditor position is anticipated to cost \$5,045. There will be sufficient salary savings to cover this expense.

This request supports the Board's Strategic Framework by managing resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decide not to approve the proposed temporary position allocation and overlap, however this alternative is not recommended. The additional training period for both positions will provide for improved functionality of the Auditor-Controller's office and the property tax functions and continuity of service to County departments and other agencies.

ATTACHMENTS:

None.