



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C19

For the meeting of: January 9, 2018

Date: December 12, 2017

To: Board of Supervisors

From: William Damiano, Chief Probation Officer

Subject: Temporary Position Overlap for Senior Fiscal Assistant for the Probation Department
(4/5 vote required).

RECOMMENDATION(S):

That the Board of Supervisors: Approve a temporary overlap for the position of Senior Fiscal Assistant (Salary Range 347, Class 0124, Position Number 1, and Department 234) with the incumbent employee for a period not to exceed five (5) pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund (1100-234-1100)

DISCUSSION:

Jayne Turner, Senior Fiscal Assistant for the Probation Department, has announced her intention to retire on April 6, 2018 after 18 years with the county, the last 12 years of service with the Probation Department. Her position is critical to the functionality of the department and has far reaching impacts to other

Prepared by Elisha Hardison 268-3304

CAO Approval 

REVIEW: Auditor MSH County Counsel _____ Human Resources WD Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

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

PREVIOUS ACTION/REFERRAL:
Board Order No. _____
Meeting of: _____

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

Dated: 1/9/18
By: 
Kathy Hayes, Clerk of the Board

departments and divisions, such as Payroll, Auditor-Controller, Treasurer-Tax Collector and Purchasing. This position is part of a two-person fiscal team that handles: purchase orders, accounts payable claims, deposits, department payroll, budget reconciliation, fixed asset inventory and a variety of other miscellaneous duties. Due to the varied and complex nature of this position, a temporary dual-fill of this position will provide the opportunity for in-depth training and aid in an efficient transition minimizing the effects of this loss for Probation as well as other departments.

FINANCIAL IMPACT:

There will be no net effect to the General Fund as the cost, estimated to be approximately \$14,100, will be covered via salary savings in budget unit 234. The juvenile hall budget unit currently has three (3) unfilled positions, 1.0 FTE Senior Juvenile Corrections Officer and two positions 0.60 FTE Juvenile Corrections Officer positions. At this time, extra help is being used to compensate for these vacancies while the department attempts to fill them however salary savings have resulted. This item supports the Board's strategic framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to approve this request for overlap however that is not recommended. If disapproved, Probation will be unable to hire a replacement until April, which will result in a reduction in the number of available candidates on the current list. It will also severely slow the work flow through that office while the new employee is trained by the only other fiscal assistant in the department in the last fiscal quarter of the year when the workload is heaviest for this position and the deadlines are most critical.

ATTACHMENTS:

Cost Estimate for Position Overlap

Cost Estimate for Position Overlap

Position	Senior Fiscal Assistant
Class	124
Range	347
Step	1A

Salary	Health	Life	Dental	PERS	PARS	FICA	SUI	Pay Period
\$1,362.69	\$976.75	\$1.36	\$27.23	\$318.41	\$6.81	\$104.25	\$2.73	\$2,800.22
\$6,813.45	\$4,883.77	\$6.78	\$136.15	\$1,592.03	\$34.07	\$521.23	\$13.63	5
							TRUE	\$14,001.11