



# COUNTY OF HUMBOLDT

For the meeting of: 7/2/2024

File #: 24-1032

**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Approval of an Exception to the Hiring Freeze to Hire 1.0 Full-Time Equivalent (FTE) for the Sheriff’s Civil Division

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an exception to the Fiscal Year (FY) 2024-25 hiring freeze to hire 1.0 FTE Senior Legal Office Assistant (Class 0168, Salary Range 377) for the Humboldt County Sheriff’s Office (HCSO) Civil Division.

**STRATEGIC PLAN:**

This action supports the following areas of your Board’s Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

**DISCUSSION:**

California Government Code 26607, 26608, and 26609 mandate the Sheriff to provide all process and notices. HCSO’s Civil Division carries out these mandated services. HCSO has 1.0 FTE Senior Legal Office Assistant (LOA) dedicated to the Civil Division with the Records Division staff providing back-up support.

Due to the complexity of civil services, the Senior LOA is expected to be the subject matter expert and lead staff member for all civil administrative operations under the direction of the Records/Civil Division Manager. The Senior LOA provides support and direction to other Records Division staff that provide back-up support to civil services. The staff member in this position recently resigned, making it critical that recruitment for a replacement commence as soon as possible. This position was not requested for exception at the FY 2024-25 Budget Hearings.

HCSO is requesting your Board to approve an exception to the hiring freeze so recruitment may begin.

**SOURCE OF FUNDING:**

General Fund 1100

Debtor Assessment Fee Fund 3643

Chapter 810 Fees Fund 3640

**FINANCIAL IMPACT:**

<i>Expenditures (1100,221350)</i>	FY24-25 Proposed	FY25-26 Projected*	FY26-27 Projected*
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<b>Budgeted Expenses</b>	\$83,994	\$88,194	\$92,603
<b>Additional Appropriation Requested</b>	\$0	\$0	\$0
<b>Total Expenditures</b>	\$83,994	\$88,194	\$92,603

\*Projected amounts are estimates and are subject to change.

<b>Funding Sources (1100,221350)</b>	<b>FY24-25 Proposed</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
<b>General Fund</b>	\$47,556	\$51,756	\$56,165
<b>Fees/Other (3643 and 3640)</b>	\$13,538	\$13,538	\$13,538
<b>Use of Fund Balance 3643</b>	\$22,900	\$22,900	\$22,900
<b>Total Funding Sources</b>	\$83,994	\$88,194	\$92,603

\*Projected amounts are estimates and are subject to change.

**Narrative Explanation of Financial Impact:**

HCSO is not requesting any additional funding for this request. The FY2024-25 proposed budget includes salary and benefits for 1.0 FTE Senior LOA Step B in the amount of \$83,994 in Fund 1100, Budget Unit 221350. The proposed budget funding sources include \$9,500 in Debtor Assessment Fees, \$4,038 in Chapter 810 Fees, \$22,900 use of fund balance from the Debtor Assessment Fee Fund 3643, and the remaining \$47,556 from the HCSO General Fund allocation. FY2025-26 and FY2026-27 projections include a 5% increase to salary and benefits costs and will be included in those annual budget cycles.

**STAFFING IMPACT:**

<b>Position Title</b>	<b>Position Control Number</b>	<b>Monthly Salary Range (1A-E Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Senior Legal Office Assistant	221-0168-01	B	0	0

**Narrative Explanation of Staffing Impact:**

HCSO is not requesting any additional FTE's. This position is included in the FY2024-25 proposed budget.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could deny this request to hire this position. This is not recommended due to the civil operations being a mandated service of the Sheriff. This position is necessary for the Civil Division to provide services.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 06/04/2024

File No.: 24-902