



COUNTY OF HUMBOLDT

For the meeting of: 3/18/2025

File #: 25-345

To: Board of Supervisors

From: Auditor-Controller

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Exemption to the Hiring Freeze for the Auditor-Controller Fiscal Assistant I/II Position

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an exemption to the hiring freeze for 1.0 Full-Time Equivalent (FTE) Fiscal Assistant I/II in the Auditor-Controller budget unit 1100-111.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

DISCUSSION:

On June 10, 2024, your Board authorized exemption to the hiring freeze for four position titles in the Auditor-Controller's Office. This was based on projected vacancies through Fiscal Year (FY) 2024-25. There has been an unexpected vacancy in the Auditor-Controller's Office in the Fiscal Assistant I/II position. This position provides vital support services to the Auditor-Controller's Office and other offices around the county including many mandatory functions. The Auditor-Controller requests that your Board approve an exemption to the hiring freeze for 1.0 FTE Fiscal Assistant I/II.

SOURCE OF FUNDING:

General Fund (1100)

FINANCIAL IMPACT:

There is no negative financial impact in FY 2024-25. This position was included in the 2024-25 budget process in Auditor-Controller budget unit 1100-111.

STAFFING IMPACT:

There is no staffing impact. This position was included in the Fiscal Year 2024-25 budget process.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

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Your Board may deny this request for an exemption to the hiring freeze; however, this action is not recommended as this would require re-delegating mandatory functions and would have negative impacts on other mandated functions within the office.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: 6/10/2024

File No.: 24-956