



# COUNTY OF HUMBOLDT

For the meeting of: 8/27/2024

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File #: 24-1204

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**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Exception to Hiring Freeze for Humboldt County Sheriff's Office (HCSO) Executive Secretary Position

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an exception to the hiring freeze for 1.0 FTE Executive Secretary (Class 0167) for fiscal year (FY) 2024-25.

**STRATEGIC PLAN:**

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

Area of Focus: Core Services/Other

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

**DISCUSSION:**

On June 4, 2024, your Board approved a hiring freeze for FY 2024-25 for any budget unit that was granted an Additional Request for General Fund Allocation. HCSO's budget 1100-221 Sheriff Operations received an ARGFA and therefore is subject to the hiring freeze.

HCSO's only Executive Secretary has recently resigned leaving a critical support position vacant as of August 30, 2024. The role of my Executive Secretary is essential for enhancing efficiency, streamlining operations, and boosting overall effectiveness within the Sheriff's Office. By managing and coordinating administrative tasks, the Executive Secretary allows the Sheriff to concentrate on high-priority law enforcement duties. This reduction in administrative burden leads to increased productivity and effectiveness in our core responsibilities.

As the primary point of contact for both internal and external communications, the Executive Secretary minimizes the risk of missed messages or scheduling conflicts. They ensure that interactions with the public, media, and other agencies are consistent and professional, which is crucial for maintaining active communication and engagement with the people of Humboldt County.

Furthermore, the Executive Secretary efficiently handles public inquiries and complaints, improving community relations and fostering public trust. They also manage scheduling needs, organize meetings, and plan events. Their responsibilities include overseeing the handling of important personnel and confidential documents, reports, and correspondence, ensuring proper filing and compliance with public records requests. By managing sensitive information with discretion and upholding high security standards, the Executive Secretary helps protect the integrity of the office. In addition, the Executive Secretary tracks departmental strategic goals and identifies opportunities for process improvements, contributing to overall organizational efficiency.

For all these reasons, HCSO is requesting an exception to the hiring freeze to recruit for this critical position.

**SOURCE OF FUNDING:**

General Fund (1100)

**FINANCIAL IMPACT:**

There is no negative financial impact in FY 2024-25 as the position that HCSO is requesting a hiring freeze exception was funded in this fiscal year for an annual salary and benefits of \$114,439 at a Step D and one of the highest health plan rates in budget 1100-221. It is possible that the replacement candidate would be a lower step and/or lower health insurance rate which would result in a savings.

**STAFFING IMPACT:**

There is no negative staff impact for this action. HCSO is not requesting any additional positions.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could deny this request for an exception to the hiring freeze for the 1.0 FTE Executive Secretary position, however this is not recommended as many of the duties would revert to members of the Sheriff's Executive team which are paid at a higher rate.

**ATTACHMENTS:**

None

**PREVIOUS ACTION/REFERRAL:**

Meeting of: June 4, 2024

File No.: 24-902