



COUNTY OF HUMBOLDT

For the meeting of: 8/24/2021

File #: 21-1170

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Temporary Overlap of Two Individuals in Executive Secretary Position for Sheriff's Office

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the temporary overlap of two individuals in the Executive Secretary Position, Class 0167, Range 390, Position #01, (M&C) within the Sheriff's Office budget unit 1100-221 starting the pay period of Nov. 28, 2021 or later.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The request before your Board is to allow a temporary overlap of employment in the Executive Secretary position for two individuals from Nov. 28, 2021 through Dec. 31, 2021, for a period of 5 weeks less holidays. The incumbent, Alisa Cudney, is retiring on Dec. 31, 2021. Given the length of time it takes to select the candidate and conduct the Sheriff's Office background check, a recruitment for this position will begin immediately.

A 2-week overlap is allowed for positions that are not in the Management and Confidential (M&C) Unit. Since this position is M&C it requires Board of Supervisors approval to allow any length of overlap.

Training is an important part of onboarding an employee into a new position and that training is best accomplished by the person who holds the job. The position directly reports to the Sheriff and is a vital role in the Sheriff's Administration Office. The department would like the new hire to have an opportunity to begin his/her new role with the incumbent as an available resource.

FINANCIAL IMPACT:

The additional salary costs associated with the temporary overlap of the position is approximately \$8,766. These costs will be expensed in budget unit 1100-221 Sheriff Operations. These additional

costs will require no budget modifications as Sheriff Operations will have accrued salary savings due to vacant positions.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to authorize this temporary overlap. This alternative is not recommended as it would not allow for an adequate amount of time to train a newly hired employee.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A