


AGENDA ITEM NO.
C-11

COUNTY OF HUMBOLDT

For the meeting of: March 8, 2016

Date: February 22, 2016

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Adjust allocation for Automotive Service Technician position from .75 FTE to 1.0 FTE

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the change of working hours for the .75 FTE position of Automotive Service Technician (class 0246, salary range 319, position number 3500-246-02) to 1.0 FTE.
2. Authorizes the current employee's working hours to be adjusted to reflect the new full time position effective the beginning of the bi-weekly pay period following approval.

SOURCE OF FUNDING: Fleet Services/Motor Pool Fund (3500350)

DISCUSSION:

Fleet Services/Motor Pool currently has one 40 hour and one 30 hour per week Automotive Service Technician. The work load has shown to justify increasing the 30 hour per week position to 40 hours per week. This position is currently filled by Sylvia Clark. Ms. Clark has done an excellent job for the motor pool and is recommended to continue in the 40 hour per week position.

Prepared by Doug Fini

CAO Approval 

REVIEW:

Auditor 

County Counsel _____

Human Resources 

Other _____

TYPE OF ITEM:

- Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Bass


- Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
 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: March 8, 2016
 By: 
 Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The estimated cost for the change from part time to full time is approximately \$2,450 for the remainder of FY 2015-16. There are sufficient funds in the Category 01 line items (3500350-1100 to 1600) to cover this cost in the current motor pool budget. The annual cost estimate would increase approximately \$9,000 for future years.

The change of hours for this position supports the Board's Strategic Framework by managing resources to ensure the sustainability of services that county departments provide to the public by providing safe, dependable transportation.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The request could be denied but is not recommended due to the workload of the division.

ATTACHMENTS:

None