



SHERIFF'S OFFICE
COUNTY OF HUMBOLDT

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For the meeting of: **October 14, 2014**

Date: September 9, 2014
To: BOARD OF SUPERVISORS
From: MICHAEL DOWNEY, SHERIFF
Subject: APPROVAL OF AN APPOINTMENT PRIOR TO VACANCY FOR THE EMERGENCY SERVICES MANAGER POSITION IN THE SHERIFF'S OFFICE OF EMERGENCY SERVICES PER SECTION 7 OF THE HUMBOLDT COUNTY SALARY RESOLUTION (4/5 VOTE)

RECOMMENDATION(S):

That the Board of Supervisors

1. Approve an appointment prior to vacancy for the Emergency Services Manager (position number 1100 274 0193 01) beginning October 26, 2014, per section 7 of the Humboldt County Salary Resolution 4/5 vote required.

SOURCE OF FUNDING: General Fund

DISCUSSION:

The current Emergency Services Manager in the Sheriff's Office of Emergency Services will be retiring on December 19, 2014. The Emergency Services Manager is responsible for the day to day management of the Office of Emergency Services and is crucial in the coordination and activation of the County's emergency operation center in the event of a critical incident or natural disaster. The position oversees and reports on grants related to emergency services including funding from Homeland Security and Federal Emergency Management Association (FEMA). Unfortunately, budget cuts over the last few years have left the program understaffed and it is currently staffed with just one full time employee. This position is important to not only the Sheriff's Office but to the County as a whole and it is essential for a smooth transition that the person taking on this assignment have sufficient time to train and become familiar with the varied duties and responsibilities.

The Sheriff is requesting that the overlap be approved for 8 weeks, from the period of October 26, 2014 until the retirement of the current Manager on December 19, 2014. However, it may be that the overlap will be for less time due to the recruitment and hiring process delays.

Prepared by Linda Modell

CAO Approval Cheryl Dillighean

REVIEW:

Auditor MM County Counsel _____ Personnel MM Risk Manager _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell
Seconded by Supervisor Bass
And unanimously carried by those members present, The Board hereby adopts the recommended action contained in this report.

Dated: October 14, 2014

Kathy Hayes, Clerk of the Board

By: Michael Downey BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

FINANCIAL IMPACT:

If the overlap were to occur for the full eight weeks the cost would be approximately \$12,440. It is anticipated that the salary savings from hiring at a lower step will generate savings of \$8,800 with the remainder being covered by savings to the extra help line item.

This action supports the Board's strategic framework by investing in County employees which in turn relates to providing for and maintaining the County's infrastructure.

ALTERNATIVE TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the overlap and let the new employee figure out procedures and protocols over time in the new position, this however is not recommended because it places the new employee at a disadvantage and many hours will be spent deciphering information the incumbent can easily share.

OTHER AGENCY INVOLVEMENT:

None

ATTACHMENTS:

None

LM:kmw
Agnoverlap