



COUNTY OF HUMBOLDT

HUMAN RESOURCES

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June 6, 2024

To: Board of Supervisors
From: Zachary O'Hanen, Human Resources Department
Subject: FY 2024-25 Hiring Freeze Exception

On June 4, 2024, your Board approved a hiring freeze for FY 2024-25. My department may be impacted by the implementation of this hiring freeze. I am writing to request exemption to the hiring freeze for the following impacted job classifications:

- Human Resources Technician I/II

In order to assist your Board in choosing which positions to allow departments to continuously fill during the coming fiscal year in light of the county's structural deficit, negative fund balances and/or the Human Resource Department's Additional Request for General Fund Appropriation, please find attached explanations of costs and services that will be impacted should your Board not approve an exception for these classifications.

Respectfully Submitted,

Zachary O'Hanen
Director of Human Resources

Department: Human Resources -
 Personnel Division 130

Classification Name	Impacted # of Positions	Amount budgeted for positions	Will programs have to be shut down if not approved?	If so, what programs will be shut down?	Which of those programs are mandated by the state or federal government? Please cite the code, and include the level to which those services must be provided.	Other program impacts? Be as specific as possible.
Human Resources Technician I/II	1	\$ 108,559.00	Yes	We would not be able to adequately process personnel transactions such as new hires, promos, demotions, etc...	This has to do with hiring and maintaining the employment informaton of our employees. Mandated pieces include collection of hiring paperwork such as I9, CalPERS forms, Tax Withholding documents, etc...	This would heavily impact every department and their ability to hire and manage the personnel actions of their employees.