



COUNTY OF HUMBOLDT


AGENDA ITEM NO.

C15

For the meeting of: April 17, 2018

Date: April 9, 2018

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Temporary Position Overlap for Senior Real Property Agent for the Facility Management Division in the Public Works Department (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors: Approve the temporary overlap for the position of Senior Real Property Agent (Class 0629, Salary Range 420, Position Number 01) with the incumbent employee for a period of two (2) pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 note required).

SOURCE OF FUNDING:

General Fund (1100-162)

DISCUSSION:

Erin Damm, Senior Real Property Agent, for the Facility Management Division of the Public Works Department has announced her intention to leave her position. This position is critical not only to the functionality of the Public Works Department, but also to the majority of other departments within the county and to owners of properties leased by the county. The Senior Real Property Agent is vital to the timely and complex negotiations for the purchase, sale, lease, improvements and maintenance, both long-term and emergency, of the facilities used by county employees. A temporary dual-fill of this position will

Prepared by Brooke Epperly

CAO Approval 

REVIEW:

Auditor  County Counsel _____ Human Resources _____ 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 *Bass* Seconded by Supervisor *Fennell*

Ayes *Bass, Fennell, Sundberg, Bohn*
Nays _____
Abstain _____
Absent *Wilson*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *4/17/18*

By: 
Kathy Hayes, Clerk of the Board

provide the opportunity for in-depth training and aid in an efficient transition minimizing the effects of this loss on all the effected departments.

FINANCIAL IMPACT:

The financial impact for this overlap to the General Fund is \$6,877.83. There is sufficient salary savings in the division, due to unfilled vacancy.

This item supports the Board's strategic framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect to not approve this request for overlap, however it is not recommended due to the impact it could have on negotiations currently in process and an efficient transition for effected departments.

ATTACHMENTS:

Cost Estimate for Position Overlap

Title	FTE	Range	Base Step	Base Pay	Total Pay	Health	Life	Dental	SUI	PERS	PARS	FICA	Compensation
SR REAL PROPERTY AGENT-40 HOU	1.00	420	1A	3,922.38	4,118.50	1,287.50	2.89	60.00	7.83	1,044.86	41.19	315.07	6,877.83
Cost Estimate for Postiion Overlap													
Two pay periods													