



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C8

For the meeting of: April 24, 2018

Date: April 20, 2018

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer *AS for AN*

Subject: Temporary Out of Class Assignment for the Administrative Services Officer in the County Administrative Office

RECOMMENDATION(S):

That the Board of Supervisors authorize Vanessa Ericksen to work out of class as an Administrative Services Officer in the County Administrative Office effective April 9, 2018 and continuing until the position is filled.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

On April 2 Ana Hartwell submitted her resignation, effective April 16, as an Administrative Services Officer (ASO) in the County Administrative Office. The County Administrative Office is currently in the midst of budget development, which is the busiest time of year for staff. During this time staff prepares the proposed and adopted budgets, the largest and most significant policy documents created by the county on an annual basis, and lays out the spending plan for nearly \$400 million. The resignation of the ASO

Prepared by: Elishia Hayes

CAO Approval *[Signature]*

REVIEW:

Auditor _____ County Counsel _____ Human Resources *AD* Other *[Signature]*

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 *Wilson* Seconded by Supervisor *Fennell*

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

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

Dated: *4/24/18*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

during this time of year poses a hardship for the office. Accordingly, staff requests your Board authorize Ms. Ericksen to work out of class as an ASO until such position can be filled. Staff request that this out of class assignment be retroactive, beginning on April 9, 2018, one week prior to the departure of Ms. Hartwell to allow for training opportunities. This request comes to your Board retroactive as staff recently became aware of the need to gain Board approval to accommodate the one week of overlap in position assignments.

This request supports your Board's Strategic Framework by providing community appropriate levels of service and managing resources to ensure sustainability of services.

FINANCIAL IMPACT:

The increase salary and benefit expense associated to the out of class assignment of Ms. Ericksen is \$115.64 each pay period. It is anticipated that this out of class assignment will last no longer than six pay periods for a total expense of \$693.84. Salary savings are available due to the vacancy of the Administrative Services Officer position.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommendation to allow one week of overlap to accommodate training. This is not recommended as Ms. Ericksen has been performing the functions required of this out of class assignment.

ATTACHMENTS:

Not applicable.