



COUNTY OF HUMBOLDT

Legislation Details (With Text)

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File created: 9/22/2021 **In control:** Assessor
On agenda: 10/19/2021 **Final action:** 10/19/2021
Title: Deallocation of One (1) Full-Time Equivalent (FTE) Executive Secretary and Allocation of One (1) FTE Office Services Supervisor

Sponsors:

Indexes:

Code sections:

Attachments: 1. Staff Report, 2. Office Services Supervisor Job Description

Date	Ver.	Action By	Action	Result
10/19/2021	1	Board of Supervisors	approved	Pass

To: Board of Supervisors

From: Assessor

Agenda Section: Consent

SUBJECT:

Deallocation of One (1) Full-Time Equivalent (FTE) Executive Secretary and Allocation of One (1) FTE Office Services Supervisor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate one (1) FTE Executive Secretary (salary range 390, class 0167 position 01) in budget unit 113 effective immediately; and
2. Allocate one (1) FTE Office Services Supervisor position (salary range 394, class 0118) in budget unit 113 effective upon the beginning of the pay period following approval.

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

The Assessor is looking to improve the office organization and efficiency by recognizing changing office processes and distributing supervision responsibilities. The Executive Secretary position in the Assessor's Office is vacant as of October 1, 2021. The Assessor would like to deallocate the Executive Secretary position and allocate the position of Office Services Supervisor. This change will assist in shifting some of the current workload and supervision responsibilities from other managers, providing managers the ability to focus on more complex projects

FINANCIAL IMPACT:

The estimated cost resulting from the deallocation of one (1) FTE Executive Secretary position is ninety thousand eight hundred forty-seven dollars and seventy-six cents (\$90,847.76). The estimated cost associated with the allocation of one (1) FTE Office Services Supervisor is approximately seventy-five thousand seven hundred fifty-nine dollars and ninety-four cents (\$75,759.94). The position change would equal a cost savings of approximately fourteen thousand seven hundred twenty-seven dollars and eighty-two cent (\$14,727.82). There are sufficient funds in the Assessor's budget (1100113).

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the changes for these Management and Confidential positions identified above. However, this is not recommended as it would have a negative impact on the Assessor's Office ability to meet its obligations to the public.

ATTACHMENTS:

Job Description

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A