COUNTY OF HUMBOLDT

Legislation Text

File #: 18-1176, **Version:** 1

To: Board of Supervisors

From: Assessor

SUBJECT:
Temporary Overlap of Senior Property Transfer Assistant

RECOMMENDATION(S):
That the Board of Supervisors approve a temporary overlap for the position of Senior Property Transfer Assistant (salary range 367, class 0323, position number 01) with the successful candidate for a period not to exceed two pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:
General Fund

DISCUSSION:
The Senior Property Transfer Assistant is retiring on October 25, 2018. The Assessor's office is requesting an overlap of the existing Senior Property Transfer Assistant position that is the lead person in the drafting department responsible for maintenance of records of ownership and mapping the boundaries of those ownerships throughout Humboldt County. Due to the varied and complex nature of the position, a temporary dual-fill of this position will provide an opportunity for extended training and aid in an efficient transition, minimizing the impacts on the Assessor's office as well as other departments and the public.

FINANCIAL IMPACT:
The requested overlap of the Senior Property Transfer Assistant position is anticipated to cost no more than $3,343 depending on the successful candidate. The department has sufficient funds in the 2018-19 fiscal year to cover this expense.

This request supports the Board's Strategic Framework by managing resources to ensure sustainability of services and investing in County employees.

OTHER AGENCY INVOLVEMENT:
None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may decide not to approve the overlap, however, this alternative is not recommended. The additional training period for this position will provide for improved functionality of the Assessor's office and the drafting department functions and continuity of service to County departments, other agencies and members of the public.

ATTACHMENTS:
None.