



COUNTY OF HUMBOLDT

For the meeting of: 5/7/2024

File #: 24-799

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Exception to the Fiscal Year 2023-2024 Hiring Freeze for Humboldt County Office of Elections.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an exception to the fiscal year (FY) 2023-24 hiring freeze for the upcoming vacancy of Election Specialist II (Class 0132B), effective the pay period following board approval.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

This request is initiated by the vacation of an Election Specialist II (Class 0132B) on May 7, 2024, after many years of service in the department due to early retirement. The Election Department has a great need to fill the Election Specialist position as there are only two full-time Election Specialists allocated and the department will be down to one. The Election Specialist position is 100% public facing and provides most day-to-day services to Humboldt County residents.

Should your Board approve the exemption to the hiring freeze, the department intends to immediately recruit for the newly vacated Election Specialist II position to fill the position with an Election Specialist I (Class 0132A) before FY 2024-25 and the start of candidate filing for the November 2024 election.

SOURCE OF FUNDING:

General Fund 1100140 - 1100

FINANCIAL IMPACT:

<i>Expenditures (Fund, Budget Unit)</i>	FY23-24	FY24-25 Projected*	FY25-26 Projected*
<i>Budgeted Expenses</i>	<u>360,244.00</u>	<u>360,244.00</u>	<u>360,244.00</u>
<i>Additional Appropriation Requested</i>	<u>0</u>	<u>0</u>	<u>0</u>

Total Expenditures	<u>360,244.00</u>	<u>360,244.00</u>	<u>360,244.00</u>
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**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit) FY23-24 FY24-25 Projected * FY25-26 Projected*			
General Fund	<u>360,244.00</u>	<u>360,244.00</u>	<u>360,244.00</u>
State/Federal Funds			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources			

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

There is minimal impact for FY 2023-24 with this action as the position of Election Specialist II (Class 0132B) is budgeted for in the Election’s budget (1100140). The current Election Specialist II is at step E with longevity, filling this vacancy with an Election Specialist I (Class 0132A) may result in salary savings.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

The Humboldt County Office of Elections is currently operating with two full-time Elections Specialists I/II and as is, severely short-staffed with much reliance on extra help positions to maintain day-to-day operation.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may deny this request for an exception to the hiring freeze however, this is not recommended as this will result in a lack of adequate staffing on an already very small team. Ultimately, the community of Humboldt County will be at a loss if the Elections Office is unable to fulfill essential services while understaffed. An approval to this request will allow the recruitment to be finalized prior to the beginning of the new fiscal year and the start of candidate filing.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A