



COUNTY OF HUMBOLDT

For the meeting of: 3/12/2024

File #: 24-315

To: Board of Supervisors

From: Assessor

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Approval of Exception to the Hiring Freeze for 2.0 Full-Time Equivalents (FTEs) for the Assessor

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an exception to the hiring freeze to hire 1.0 FTE Appraisal Technician (Class 0642) in Fiscal Year (FY) 2023-24; and
2. Approve an exception to the hiring freeze to hire 1.0 FTE Property Transfer Assistant (Class 0316) in Fiscal Year (FY) 2023-24.

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Property taxes are one of the largest sources of funding for the county General Fund and having adequate staff to appraise and process property assessment is critical to continue completing the state mandated process of assessing and collecting property taxes.

The Appraisal Technician position provide support to the Real Property Appraisers to efficiently assist in property site visits and data entry as well as communication with the public, without their support the ability to appraise properties for property taxes will be delayed which will affect the collection of property taxes in a timely manner.

The Assessor's Office processes approximately 7,000 recorded documents annually. The Property Transfer Assistant is vital in the processing of these recorded documents. Currently, the Assessor's Office only has one staff member processing all the recorded documents. This will create a large backlog in processing recorded deeds and other related documents.

FINANCIAL IMPACT:

Expenditures (1100, 113)	FY24-25 Projected*	FY25-26 Projected*
Budgeted Expenses	163,957	172,154
Total Expenditures	163,957	172,154
Funding Sources (1100, 113)	FY24-25 Projected*	FY25-26 Projected*
General Fund	163,957	172,154
Total Funding Sources	163,957	172,154

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

Narrative Explanation of Financial Impact:

The allocation of the Appraiser Technician position (Class 0642, Salary Range 369), which is already budgeted in FY 2023-24, cost for salary and benefits at Step A will be \$84,966 annually in FY 2024-25 in fund 1100, budget unit 113.

The allocation for the Property Transfer Assistant position (Class 0316, Salary Range 372), which is already budgeted in FY 2023-24, cost for salary and benefits at Step 1A will be \$78,991 annually in FY 2024-25 in fund 1100, budget unit 113.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Appraisal Technician.	113-0642-03	Step A		
Property Transfer Assistant.	113-0316-01	Step 1A		

Narrative Explanation of Staffing Impact:

The Assessor Office had an Appraisal Technician accept a position in another county department and a Property Transfer Assistant resign from their position with the Assessor office. Each position is 1.0 FTE. Without the hiring new staff for these vacant positions, the workload would create a large backlog in processing recorded documents and timely appraisal of properties throughout the county.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework:

Core Roles: Provide for and maintain infrastructure

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

File #: 24-315

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the exemption to the hiring freeze; however, this is not recommended as it would create a negative impact on the Assessor's Office ability to provide required services to the public.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A