



# COUNTY OF HUMBOLDT

For the meeting of: 11/7/2023

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File #: 23-1452

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Overlap of Two Individuals in the Executive Secretary Position for the Public Works Roads Department

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize an appointment prior to vacancy, pursuant to section 6.A.2 of the Salary Resolution, of the Executive Secretary Position, Class 0167, Range 412, Position #01, (M&C) within the Public Works Roads Administration budget unit 1200320 effective Jan. 7, 2024. This appointment will result in an overlap in the position of three (3) weeks.

**SOURCE OF FUNDING:**

Roads Fund (1200)

**DISCUSSION:**

The request before your Board is to allow an appointment prior to vacancy, pursuant to section 6.A.2 of the Salary Resolution. The result will be an overlap of employment in the Executive Secretary position (Class 0167, Range 412, Position #01) for two (2) individuals for a period of three (3) weeks, less holidays, from Jan. 7, 2024 through Jan. 26, 2024, in the Public Works Roads Administration (1200320). The incumbent, Brooke Epperly, is retiring on Jan. 26, 2024. Given the length of time it takes to select the candidate, a recruitment for this position has already begun.

Training is an important part of onboarding an employee into a new position and that training is best accomplished by the person who holds the job. The position directly reports to the Director of Public Works and is a vital role in the Public Works Department. The department would like the new hire to have an opportunity to begin their new role with the incumbent as an available resource.

**FINANCIAL IMPACT:**

**Narrative Explanation of Financial Impact:**

The additional salary costs associated with the temporary overlap of the position is approximately \$5,397. These costs will be expensed in Roads Administration budget unit 1200320. These additional costs will require no budget modifications as Public Works Roads Administration will have accrued salary savings due to vacant positions.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

This overlap will not increase the overall 1.0 full-time equivalent (FTE) for the Public Works Road Fund. This appointment prior to vacancy will afford the candidate, hired to fill the Executive Secretary position, additional training and resources for assuming the duties and responsibilities of the position.

STRATEGIC FRAMEWORK:

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

Core Roles: N/A

New Initiatives: Invest in county employees

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

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to authorize this temporary overlap. This alternative is not recommended as it would not allow for an adequate amount of time to train a newly hired employee.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A