COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1136

To: Board of Supervisors

From: Auditor-Controller

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Approval of an Exception to the Hiring Freeze to Hire 1.0 Full-Time Equivalent (FTE) for the Auditor-Controller

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve an exception to the fiscal year (FY) 2024-25 hiring freeze to hire 1.0 FTE Senior Fiscal Assistant (Class 0124) for the Auditor-Controller in Accounts Payable.

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

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
The Auditor-Controller department has two Senior Fiscal Assistants that provide accounts payable services to County departments and special districts. One of the positions will become vacant as of August 2, 2024, due to the resignation of the employee. This is a critical position that is responsible for the review and processing of accounts payable claims per Government Code Sections 29740, et seq. The resignation was not anticipated, and the Senior Fiscal Assistant job class was not included in the FY 2024-25 hiring freeze exception request provided to the Board as part of the budget adoption.

The Auditor-Controller department currently has one position frozen due to the FY 2023-24 voluntary separation incentive program, two approved positions in the recruitment process, one out on leave and one budgeted but being held vacant. Due to these other vacancies, the department is not viably able to provide required accounts payable functions with existing staff. It is requested that the Board approve an exception to the hiring freeze for one Senior Fiscal Assistant. This position is funded for the current fiscal year and salary savings from other vacancies are anticipated to be more than the cost of filing this funded position.

SOURCE OF FUNDING:
General Fund (1100-111)

FINANCIAL IMPACT:

Expenditures (1100, 111)	**FY24-25**	**FY25-26 Projected***	**FY26-27 Projected***
Budgeted Expenses	86,717	86,717	86,717

Additional Appropriation Requested	
Total Expenditures	86,717

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

Funding Sources (1100, 111)	**FY24-25**	**FY25-26 Projected***	**FY26-27 Projected***
General Fund	86,717	86,717	86,717
Total Funding Sources	86,717	86,717	86,717

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

Narrative Explanation of Financial Impact:
There is minimal financial impact to the FY 2024-25 budget with this action. The Senior Fiscal Assistant position was funded in the adopted budget in Fund 1100, Budget Unit 111 - Auditor-Controller and the department has other vacancies that are anticipated result in salary savings and should help offset the cost of the requested action.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:
The requested action does not increase staffing levels.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for an exception to the hiring freeze. This is not recommended because the position is necessary for the Auditor-Controller to provide core accounts payable services to County departments.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A
File No.: N/A