



# COUNTY OF HUMBOLDT

For the meeting of: 3/18/2025

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File #: 25-345

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**To:** Board of Supervisors

**From:** Auditor-Controller

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Exemption to the Hiring Freeze for the Auditor-Controller Fiscal Assistant I/II Position

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an exemption to the hiring freeze for 1.0 Full-Time Equivalent (FTE) Fiscal Assistant I/II in the Auditor-Controller budget unit 1100-111.

**STRATEGIC PLAN:**

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3003 - Enhance employee recruitment and retention

**DISCUSSION:**

On June 10, 2024, your Board authorized exemption to the hiring freeze for four position titles in the Auditor-Controller's Office. This was based on projected vacancies through Fiscal Year (FY) 2024-25. There has been an unexpected vacancy in the Auditor-Controller's Office in the Fiscal Assistant I/II position. This position provides vital support services to the Auditor-Controller's Office and other offices around the county including many mandatory functions. The Auditor-Controller requests that your Board approve an exemption to the hiring freeze for 1.0 FTE Fiscal Assistant I/II.

**SOURCE OF FUNDING:**

General Fund (1100)

**FINANCIAL IMPACT:**

There is no negative financial impact in FY 2024-25. This position was included in the 2024-25 budget process in Auditor-Controller budget unit 1100-111.

**STAFFING IMPACT:**

There is no staffing impact. This position was included in the Fiscal Year 2024-25 budget process.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

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Your Board may deny this request for an exemption to the hiring freeze; however, this action is not recommended as this would require re-delegating mandatory functions and would have negative impacts on other mandated functions within the office.

**ATTACHMENTS:**

None

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 6/10/2024

File No.: 24-956