



Legislation Details (With Text)

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**Title:** Authorize Advanced Step 5 Hiring of Extra Help Office Assistant, Myriam Herrera

**Sponsors:** District Attorney

**Indexes:**

**Code sections:**

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Date	Ver.	Action By	Action	Result
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**MEMORANDUM**

**TO:** Lake County Board of Supervisors

**FROM:** Don Anderson, District Attorney

**DATE:** May 23, 2018

**SUBJECT:** Authorize Advanced Step 5 Hiring of Extra Help Office Assistant, Myriam Herrera

**EXECUTIVE SUMMARY:**

The District Attorney’s Office currently has two vacant full-time support staff positions -with no prospect of filling them soon. We have found an Extra Help Office Assistant, Myriam Herrera, whom we anticipate to work very well in our office and whom we hope to retain for as long as we can. Ms. Herrera’s qualifications justify appointment at Step 5. The Human Resources Director supports our request.

There is adequate budget to support this position.

**FISCAL IMPACT:**  None  Budgeted  Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

Adequate salary savings to cover Extra Help position.

**STAFFING IMPACT (if applicable):**

Will help alleviate the backlog of work.

**RECOMMENDED ACTION:**

Authorize Advanced Step 5 Hiring of Extra Help Office Assistant, Myriam Herrera