



Legislation Text

File #: 21-687, Version: 1

Memorandum

Date: July 27, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Pam Samac - Human Resources Director

Subject: Approve the creation of an Extra Help Museum Assistant and Extra Help Museum Technician

Executive Summary: (include fiscal and staffing impact narrative):

Public Services and the CCRR committee are recommending the creation of two extra help positions to be used at our local County museums.

Historically, Public Services has used extra help Office Assistants to perform office work and paraprofessional museum work. The creation of the two extra help positions will more accurately represent the duties being performed by staff at the museums.

Below are the two positions being requested for consideration and approval.

- **Extra Help Museum Assistant**
Grade: G02
Step 1: \$14.00 hourly
- **Extra Help Museum Technician**
Grade: G05
Step 1: \$15.08 hourly

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?

When was purchase last rebid?
Reason for request to waive bid?

Recommended Action:

Staff requests your Board's approval to create an Extra Help Museum Assistant tied to grade G02 at \$14.00 per hour and an Extra Help Museum Technician tied to grade G05 at \$15.08 per hour.