



Legislation Text

File #: 24-13, Version: 1

Memorandum

Date: January 9, 2024
To: The Honorable Lake County Board of Supervisors
From: Mireya G. Turner, Community Development Director
Subject: Approve Request to Hire Extra-Help Office Assistant III (OAlll), Denise Danae Bowen, at Advanced Step 4 due to Extraordinary Qualifications

Executive Summary: The Community Development Department hired an OAlll on April 10, 2023, to serve as the Clerk to the Planning Commission. Unfortunately, there was no overlap between the hire and the resignation of the previous person filling that position. As a result, essential training services have not been provided to bring our current staff up to speed with the intricate processes and regulations governing the creation of agendas and maintenance of vital records.

Ms. Bowen served as the Planning Commission Clerk in an OAlll position for sixteen years. She is very experienced in the creation of agendas, staff support at the meetings, and maintenance of vital records. She also assisted the department during the transition to the Legistar electronic agenda system. She is uniquely qualified to provide the detailed training needed to our current staff. Additionally, with this added staff resource capacity, we intend to assign additional tasks to assist the department in its management of the various contracts held in each division. The funding for this position will come from an unfilled Staff Services Analyst position. The Classification, Compensation, Recruitment, and Retention Committee (CCRR) reviewed the department's request and supports the advanced step hiring.

If not budgeted, fill in the blanks below only:

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

Purchasing Considerations (check all that apply): Not applicable

- Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (describe process undertaken in "Executive Summary")
- Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

- (check all that apply):
- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Clear Lake |
| | <input type="checkbox"/> Business Process Efficiency | |

Recommended Action: Approve Request to Hire Extra-Help Office Assistant III (OAll), Denise Danae Bowen, at Advanced Step 4 due to Extraordinary Qualifications.