



## Legislation Text

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### Memorandum

**Date:** March 5, 2024

**To:** The Honorable Lake County Board of Supervisors

**From:** Susan Parker, County Administrative Officer  
Pam Samac, Human Resources Director

**Subject:** Approve Human Resources (HR) Recruitment Process for the Special Districts Administrator and Social Services Director

#### Executive Summary:

On February 21, 2024, Special Districts Administrator, Scott Harter submitted his retirement notice effective June 28, 2024. In addition, on February 26, 2024, Social Services Director, Crystal Markytan submitted her retirement notice effective May 3, 2024.

In light of the challenging efforts to recruit for Department Head positions, HR would like to review the steps staff will be taking to recruit for both positions.

HR had both Department Heads review the current job descriptions and they had no suggested revisions.

The recruitment process is outlined below:

- On Wednesday, March 6, 2024, HR staff will open a continuous and promotional recruitment.
- The continuous and promotional recruitment will have a “first review” of applications on Thursday March 20, 2024.

HR will advertise in the following sites:

1. International City/County Management Association (ICMA)
2. Careers in Government
3. California Statewide Communities Development Authority (CSCDA)
4. Municipal Management Association of Northern California (MMANC)
5. Public Risk Innovation, Solutions, and Management (PRISM)
6. National Association of Counties (NACO)
7. National Association of County Human Services Administrators
8. Social Media: LinkedIn, Facebook, Instagram, Twitter

HR will advertise in the following Industry sites:

1. National Association of Clean Water Agencies (NACWA)

2. California Association of Sanitation Agencies (CASA)
3. American Water Works Association (AWWA)
4. California Rural Water Association (CRWA)
5. National Association of Social Workers (NASW)

Staff will update the Board as requested.

**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](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](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](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) <<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.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

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|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Infrastructure              | <input checked="" type="checkbox"/> County Workforce                 |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

**Recommended Action:** Approve Recruitment Process for the Special Districts Administrator and Social Services Director.