



Legislation Text

File #: 18-131, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Scott De Leon, Public Works Director

DATE: February 27, 2018

SUBJECT: Approve Advanced Step Hiring of Celia Hoberg, at Third Step retroactive to October 17, 2017, for Right of Way Agent/Airport Operations Coordinator

EXECUTIVE SUMMARY: On October 10, 2017, the Department of Public Works processed a Report of Appointment (ROA) for Ms. Hoberg for the subject position. This action was taken following your Board's September 26th approval of a waiver of the Anti-nepotism Policy for her. At the time the ROA was processed, the Department desired to offer Ms. Hoberg an advanced step above Entry Level due to her decades of experience in the title industry and past experience working with Caltrans right of way acquisitions. Unfortunately, an oversight occurred and the ROA was processed at the entry level step. The Department has worked with both the Human Resources Department and County Counsel regarding the advanced step hiring as well as a correction to the ROA, and both support this request.

Recommendation:

Approve the advanced-step hiring of Ms. Celia Hoberg at the third step of the Right of Way Agent/Airport Operations Coordinator.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION: Approve Advanced Step Hiring of Celia Hoberg, at Third Step retroactive to October 17, 2017, for Right of Way Agent/Airport Operations Coordinator