



Legislation Text

File #: 18-468, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: June 5, 2018

SUBJECT: (a) Request to appoint Senior HR Analyst Jesse Puett to Interim Deputy HR Director effective May 29, 2018, and; (b) Request to appoint HR Analyst II Diana Rico to Interim Senior HR Analyst effective May 29, 2018

EXECUTIVE SUMMARY:

As your Board is aware, since April 2018, the HR department has been a part of Administration and the HR Director position has been vacant. Very recently, the Deputy HR Director resigned, leaving two key vacancies in HR.

I am requesting Board approval to appoint Senior HR Analyst Jesse Puett to Interim Deputy HR Director effective May 29, 2018. Mr. Puett has been an HR Analyst here for nearly five years and meets the minimum qualifications for Deputy HR Director.

I am also requesting Board approval to appoint HR Analyst II Diana Rico to Interim Senior HR Analyst effective May 29, 2018. Ms. Rico has been an HR Analyst II for 9 months, and although she does not yet qualify for permanent appointment to Senior HR Analyst, she can provide needed support to this office, as an interim supervisor, during this time of transition and until permanent staffing decisions can be made.

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost:
Amount Budgeted:
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

There is sufficient salary savings from the vacant positions to cover the cost of these interim

appointments.

STAFFING IMPACT (if applicable):

As described above. Even with these interim appointments, this small department will still have two vacant permanent positions.

RECOMMENDED ACTION:

- (a) Appoint Senior HR Analyst Jesse Puett to Interim Deputy HR Director effective May 29, 2018, and;
- (b) Appoint HR Analyst II Diana Rico to Interim Senior HR Analyst effective May 29, 2018