



Legislation Text

File #: 18-469, Version: 1

MEMORANDUM

TO: Lake County Board of Supervisors

FROM: Don Anderson, District Attorney

DATE: May 23, 2018

SUBJECT: Authorize Advanced Step 5 Hiring of Extra Help Office Assistant, Myriam Herrera

EXECUTIVE SUMMARY:

The District Attorney's Office currently has two vacant full-time support staff positions -with no prospect of filling them soon. We have found an Extra Help Office Assistant, Myriam Herrera, whom we anticipate to work very well in our office and whom we hope to retain for as long as we can. Ms. Herrera's qualifications justify appointment at Step 5. The Human Resources Director supports our request.

There is adequate budget to support this position.

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

FISCAL IMPACT (Narrative):

Adequate salary savings to cover Extra Help position.

STAFFING IMPACT (if applicable):

Will help alleviate the backlog of work.

RECOMMENDED ACTION:

Authorize Advanced Step 5 Hiring of Extra Help Office Assistant, Myriam Herrera