



Legislation Text

File #: 18-730, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: August 28, 2018

SUBJECT:

- (a) Consideration of Advanced Salary Step appointment of Pamela Nichols to HR Director
- (b) Consideration of waiver of Applicant Interview Travel Policy to enable reimbursement to Pamela Nichols
- (c) Consideration of waiver of New Employee Relocation Policy to enable reimbursement to Pamela Nichols, up to \$2,000 for eligible moving expenses

EXECUTIVE SUMMARY:

As your Board is aware, it is within your authority to approve advanced step salary appointments for employment candidates with extraordinary qualifications, such as Pamela Nichols, who has accepted my conditional offer of employment to our HR Director position. Ms. Nichols has a BA Degree in Business Administration, and more than 18 years of experience as an HR Director. Ms. Nichols is very well qualified for appointment at Step 8 on our salary scale.

I am also requesting your approval to reimburse Ms. Nichols under our Applicant Interview Travel Policy, which is ordinarily limited to positions which report directly to your Board. As part of the hiring process, after a virtual interview and being selected as a top finalist for the position, Ms. Nichols also came to Lake County for final in-person interviews. You may recall that not long ago, the Health Services Director requested and received your approval to reimburse other professional positions under this policy and I am asking to do the same.

Finally, I am requesting your approval to reimburse Ms. Nichols under our New Employee Relocation Policy for up to \$2,000 in moving expenses. We continue to face considerable challenges with employee recruitment due to salaries and benefits which are not competitive with comparable jurisdictions and now, with the repeated disasters it has become even more difficult to attract qualified candidates to Lake County.

FISCAL IMPACT: ___ None X Budgeted ___ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT: The HR Director salary is budgeted in BU 1341. The cost of interview travel and relocation is available in BU 1341 due to salary savings resulting from position vacancies.

FISCAL IMPACT NARRATIVE: None

STAFFING IMPACT (if applicable): Will enable staff to secure a very well qualified new HR Director.

RECOMMENDED ACTION:

- (a) Approve appointment of Pamela Nichols to HR Director at step 8 on the salary scale.
- (b) Approve reimbursement up to \$1,500, under our Applicant Interview Travel Policy for the interview-related travel of Pamela Nichols.
- (c) Approve reimbursement of up to \$2,000, under our New Employee Relocation Policy, to Pamela Nichols.