



## Legislation Text

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File #: 18-1157, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** January 8, 2019

**SUBJECT:** Approve waiver of Applicant Interview Travel Policy to enable reimbursement to Assistant County Administrator finalist candidates

#### EXECUTIVE SUMMARY:

I am requesting Board approval to reimburse up to three Assistant County Administrative Officer (ACAO) finalist candidates under our Applicant Interview Travel Policy, which is ordinarily limited to positions which report directly to your Board. As you know, with the recent transfer of my Chief Deputy County Administrative Officer to another County department and the impending retirement of another experienced Deputy County Administrative Officer, filling the ACAO position is critical to the functioning of the Administrative Office. You may recall that not long ago, your Board has given such authorization for reimbursement under said policy for other critical, difficult to fill, high level professional positions.

**FISCAL IMPACT:** \_\_\_ None ☒ Budgeted \_\_\_ Non-Budgeted  
Estimated Cost: Not to exceed \$3500  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** The cost of interview travel and relocation is available in BU 1012 due to salary savings resulting from position vacancies.

**STAFFING IMPACT (if applicable):** None

#### RECOMMENDED ACTION:

Approve reimbursement under the Applicant Interview Travel Policy for the interview-related travel of

up to three ACAO finalist candidates.