



Legislation Text

File #: 20-1253, Version: 1

Memorandum

Date: January 12, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: (a) Adopt Resolution Amending Resolution No. 2020-134 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 1012, Administrative Office; and (b) Adopt Resolution Amending Resolution No. 2020-134 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 1341, Human Resources Department

Executive Summary: (include fiscal and staffing impact narrative):

Staff is requesting your Board adopt two resolutions to make minor changes to the position allocations of the Administrative Office and Human Resources. No additional appropriations are needed to support these changes.

For the Administrative Office, we are requesting to reallocate an existing Accountant I-Confidential to Accountant I/II-Confidential, to give us more flexibility to fill a currently vacant position. For Human Resources, we are requesting to delete a vacant Administrative Assistant position and replace it with a Human Resources Technician.

We are submitting this request to your Board now, versus waiting until you consider the mid-year budget update in approximately one month given the need to move forward with recruiting and hiring

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: (a) Adopt Resolution Amending Resolution No. 2020-134 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 1012, Administrative Office; and (b) Adopt Resolution Amending Resolution No. 2020-134 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 1341, Human Resources Department