



## Legislation Text

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**File #:** 17-1146, **Version:** 1

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Recorder-Clerk recommending the Board enact an emergency measure in accordance with personnel policy 805.1 to approve and authorize the emergency appointment of an Extra Help position in South Lake Tahoe, in order to prevent the interruption of essential County services related to Recorder-Clerk and Elections functions.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

The Recorder-Clerk recommending the Board of Supervisors enact an emergency measure in accordance with personnel policy 805.1 to approve and authorize the emergency appointment of an Extra Help position in South Lake Tahoe, in order to prevent the interruption of essential County services related to Recorder-Clerk and Elections functions.

### **DISCUSSION / BACKGROUND**

The retirement of Mary Ann Van Buskirk, a Senior Recordable Document Examiner, has left the South Lake Tahoe Office with only one person. The public is not well served with a one-person office as every time they must leave they have to close the office. A one-person office also raises safety concerns since there is no one to call for assistance should there be a need. This office also handles Elections in South Lake Tahoe and there will be an election in November that will be extremely difficult to manage with only one person.

The Recorder-Clerk is recommending the Board approve an emergency measure according to the following Personnel policy related to the emergency hire of Extra Help:

805.1 Emergency appointment. An emergency appointment is an appointment made to meet immediate requirements caused by an emergency condition where there is a threatened interruption of essential County services and immediate action is necessary. Emergency appointments are made by the appointing authority for the duration of the emergency, but may not exceed thirty days without approval by the Board. All emergency appointments must be reviewed and confirmed by the Board no later than the adjournment of its next regular meeting. All emergency appointments are made at the salary specified in Step 1 for the appropriate position.

This emergency Extra Help hire of a Recordable Document Examiner/Indexer I/II will last until the regular position vacancy is recruited, hired and fully trained. The Recorder-Clerk has identified a person who is already trained in the necessary Recorder and Election tasks to fill this temporary Extra Help position. This person will be hired at Step 1 for this classification.

### **ALTERNATIVES**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

There is no Net County Cost associated with this action. Cost will be covered by salary/benefit savings from this and other vacancies in the Recorder-Clerk Department.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

N/A

**CONTACT**

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