



Legislation Text

File #: 23-0233, **Version:** 1

Human Resources Department recommending the Board:

- 1) Assign Tiffany Schmid into Acting Status for Chief Administrative Officer at Step 2 of the salary range (\$125.47/hour), effective February 25, 2023, and waive the fifteen (15) working day service period under Section 1208 of the Salary and Benefits Resolution for Unrepresented Employees; and
- 2) Appoint Tiffany Schmid as Interim Chief Administrative Officer at Step 3 of the salary range (\$127.93 /hour), effective March 25, 2023.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

A vacancy will be created on March 24, 2023, for the Chief Administrative Officer. In July 2022, the Department of Human Resources (HR) launched a recruitment for the anticipated Chief Administrative Officer (CAO) vacancy. During the recruitment, HR partnered with a contractor, The Prothman Company (Prothman), at the Board's recommendation, in order to garner a larger pool of applicants. The recruitment was comprehensive and robust, consisting of over five (5) weeks of advertising, best qualified screenings and four (4) interview panels comprised of community stakeholders and County department heads. Ultimately, two candidates made it through this rigorous process for the Board's consideration. Unfortunately, the recruitment did not yield a candidate that met the Board's current needs in filling the CAO vacancy. Another open, competitive recruitment for a permanent CAO will be conducted, but in the meantime the County will need someone in the role to oversee day-to-day operations. Pursuant to Personnel Rule 1106, in order to provide for a transition period between the outgoing CAO and the Interim CAO, a new employee or a promoted employee may be appointed to a position not more than thirty (30) working days prior to the last day worked by the outgoing employee. By way of background, an "acting" appointment under the Salary and Benefits Resolution for Unrepresented Employees may occur into a position where the incumbent is on an extended leave, while an "interim" appointment may only occur once the position has been permanently vacated by the incumbent. This distinction is the reason for the separate "acting" and "interim" appointments. Ordinarily, an unrepresented employee in acting status must serve fifteen (15) working days in the higher classification before being eligible for compensation at the higher salary level, but then would receive retroactive compensation for the entire period of the acting status. Given that it is known that Ms. Schmid will be working in the acting capacity for longer than this period, and then will transition into interim status in the same position, it will be logistically easier to pay her at the higher level from the beginning of the acting assignment rather than process retroactive compensation. Accordingly, it is recommended that the fifteen (15) day service period be waived for administrative convenience.

The current salary schedule for the Chief Administrative Officer includes a contractual salary enhancement for the current incumbent in the position, which is set to expire upon his retirement. Although it is not the expressed intent of this Board to have this enhancement paid to future holders of this position, employees in acting status must be paid in accordance with the salary schedule in effect at the time. By approving this item, the Board will thereby authorize such payment to Ms. Schmid during her acting status as Chief Administrative Officer. The salary range during her service

as interim Chief Administrative Officer will return to the baseline range, excluding the salary enhancement.

Assistant Chief Administrative Officer Tiffany Schmid meets the minimum qualifications and is agreeable to stepping into this leadership position on an acting and interim basis. In accordance with the Salary and Benefits Resolution for Unrepresented Employees Section 1208, it is recommended Ms. Schmid be placed into acting status for Chief Administrative Officer effective February 25, 2023, at Step 2 of the salary range (\$125.47/hour), effective February 25, 2023. Furthermore, it is recommended, pursuant to the Salary and Benefits Resolution for Unrepresented Employees Section 1209, Ms. Schmid be appointed to Interim Chief Administrative Officer at Step 3 of the salary range (\$127.93/hour), effective March 25, 2023.

ALTERNATIVES

The Board could choose not to make the acting or interim appointment or offer an alternative appointment.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

There are sufficient appropriations in the Chief Administrative Office Administration and Budget Division Budget to cover the increased cost of the 30-day transition period overlap.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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