

SIERRA COUNTY

Board of Supervisors
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SIERRA COUNTY BOARD OF SUPERVISORS

FINANCE COMMITTEE

April 1, 2025

The Sierra County Board of Supervisors' Finance Standing Committee will meet in session on Tuesday, April 1, 2025, at 12:30 p.m. in the Board of Supervisors' Chambers, Courthouse, Downieville, CA.

This meeting will be open to in-person attendance and available to the public via teleconference.

The public may observe and provide public comments by using the Teams options below:

By Phone: 1-323-892-2486
Access Code: 905 575 342#
By PC: <https://tinyurl.com/04012025FC>

The following item will be discussed:

1. Discussion/recommendation on the 2025/2026 Sierra County Preliminary Budget.

		Other Funding Source	Unranked	General Fund Move to Budget 250,000	Road Fund Requested	Health & Social Servi Fund	Behavioral Health Fund	Other	SW	Parks
Fund Surplus			other Funding Available							
One Time Service & Supply Increases										
PK	Tree Removal Smithneck park									10,000
Rk	Kenbtucky Min Trestle	240,000						250,000		
PW	Court House Draniage		60,000							
Capital Assets										
Projects	CWDG CWPP and SCWML							254,550		
Projects	Upper North Yuba Forest Health							3,700,000		
Projects	Good Neighbor							1,000,000		
Projects	North Yuba Landscape							525,000		
Projects	Titel II Sierra Buttes Overlook							20,000		
Projects	Titel II Aquatic Invasive Species							15,000		
Projects	Titel II Tree Mortality							10,000		
RF	FEMA 4699 Cat C				1,400,000					
RF	Nevada St. Bridge				425,000					
RF	Plumbago Bridge				3,200,000					
RF	Smithneck Rd Rehab				5,500,000					
Base Line Budget - Services & Supplies Increase										
TTC	Opeoration of TTC Office		1,500							
PM	Courthouse Flooring and Painting		70,000							
Overtime Increase										
TTC	New upgraded RTL		5,000							
New Positions										
AS	Unsec Tech III C		50,980							
HD	Enviornmental Health Tech					101,544				
IT	Admin Assistant I		119,982							
Reclass in Positions										
AS	Audit Apprizer Tec to Audit Appraiser II		0							
Promotions										
AS	Appraiser IV to Sr.		0							
AS	Sr. Appraiser to Assessor		0							
AU	Chief Tech to Accountant III		7,480							
SW	SW Attendent I to II								2,772	
PK	Custodian I to II		2,712							
RF	Chief Acct Tech to Accountant III				9,298					
RF	Engineering Tech II to an III				10,495					
RF	Interdepartmentl Fiscal Offcier to Sr. Accountant				9,979					
RF	Lead Mechanic to Shop Supervisor				6,506					
RF	Road Worker II to a III				9,307					
RF	Road Worker II to a III				8,938					
RF	Road Worker III to Lead				7,422					
RF	Tran Planner I to II				5,559					
CR	Deputy Clerk III to Chief		4,521							
TTC	Acct Tech II to III		7,123							
		240,000	329,298	0	#####	101,544	0	5,774,550	2,772	10,000

MEMO

March 14, 2025

To: Sierra County Finance Committee

From: Laura A. Marshall, The Most Honorable Assessor

RE: Retirement Transition Plan/Request

I will be retiring as the Sierra County Assessor effective February 24, 2026, after almost 32 years in the office. I have been planning the end of my career for some time and do have a transition plan I would like to offer.

As this board is aware, I have created an auditor-appraiser technician position in the office. This position has successfully met all required State Board of Equalization (BOE) licensing requirements, in a very short time, and will be in-charge of starting the first-ever Sierra County Internal Audit program to meet the requirements of the BOE.

Having explained that, I would like to outline the transition plan I believe will work best for the County:

Effective upon passage of Final Budget:

- Move Auditor-Appraiser Technician to Auditor-Appraiser II and transition to the appraisal side of the office. This is a title and duty change only—no change in compensation.
- Allow advertisement of Unsecured Technician IIC, and permission to fill upon finding qualified candidate. This will add one additional employee to the office; however; it will allow my appraisal staff to begin transitioning workload in anticipation of my exit and requested appointment. It will also allow me time with the new employee (if filled quickly) to assist in training in anticipation of a seamless transition.

Effective February 25, 2026:

- Appoint Senior Appraiser to Assessor
- Promote Appraiser IV to Senior Appraiser

This appointment and promotion will place competent individuals into the positions they are fully and well qualified to perform. This will further assist in the seamless transition within the office.

Cost of Requested Transition Plan:

The movement of Auditor-Appraiser Technician to Auditor Appraiser II will have no immediate increase in cost. The Auditor Appraiser Technician position sits at the same classification to an Auditor Appraiser II. Further, this position is 50% funded by my State Supplementation for County Assessor Program Grant. I did receive a letter from the Department of Finance, that I submitted to the Board upon receipt, allowing the expense of the Grant for this position. In addition, if the board opts to accept my transition request, this position would show as a savings on the appraisal side of the office when the transition is completed. This appraisal position will be compensated less than the position they will be ultimately be replacing.

The request for the 'new position' of Unsecured Technician IIIC will have a cost of \$50,980, if the position is filled in October, 2025. This cost only represents the time remaining in the 2025/2026 fiscal year. While this will increase the number of funded positions in the office, it will only be an increase in potential staffing until my exit in late February. The Grant funding mentioned above has saved the General Fund more than the cost of this temporary increase in staffing levels.

The requested promotion for Auditor Appraiser IV to Senior Appraiser will represent a savings. This is due to the existing Senior Appraiser having three (3) longevities and the employee for whom this request is being made has two (2) longevities. So, there would be a slight savings in this requested promotion.

The requested appointment from Senior Appraiser to Assessor is a wash, as we would be compensated at the same level requested in the budget.

REQUEST FOR NEW JOB POSITION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Laura Marshall

DATE: March 14, 2025

BY: Laura Marshall

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

JOB Title: Assessment Technician I-IIIC

1. Brief description of purpose of the proposed position (attach Job Description)

This position will replace the Auditor-Appraiser Technician, that will be reclassified over to the appraisal side as an Auditor-Appraiser II.

2. Summary of specific work expected to accomplish by this position

This position will oversee the preparation of the Unsecured Assessment Roll and assist with GIS as needed. Will work closely with the Assessor in preparation of business personal property and closely with the appraisal side in regard to unpatented mining claims.

3. Proposed duration of position

The 'new position' will be for up to five (5) months, as part of the requested transition plan of the retirement of Assessor Marshall. After five (5) months have passed, the budgeted positions in the office will resume to normal operating levels.

4. Proposed annual cost of position

\$50,980* see Memo regarding retirement of Assessor Laura Marshall accompanying this request.

5. Proposed funding source

General Fund

REQUEST FOR RECLASSIFICATION

TO: BOARD OF SUPERVISORS FROM: Laura Marshall
FINANCE COMMITTEE

DATE: March 14, 2025 BY: Laura Marshall

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

JOB Title from: Auditor-Appraiser Technician

JOB Title to: Auditor-Appraiser II

Current portions annual cost (wages and benefit):

*No change from existing funding levels

Promotion portions annual cost (wages and benefit):

*No change from existing funding levels

* See Memo regarding the retirement of Assessor Laura Marshall

Background for Request:

If the transition plan outlined in the Memo from the Assessor is accepted, this position would be reclassified from the 'Administrative' of the office to the 'Appraisal' side of the office. The level of pay would remain the same, this would be a change in duties only. This position is funded 50% by Grant funding awarded to the office.

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS FROM: Laura Marshall
FINANCE COMMITTEE

DATE: March 14, 2025 BY: Laura Marshall

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

JOB Title from: Appraiser IV

JOB Title to: Senior Appraiser

Current portions annual cost (wages and benefit):

\$7,730.75 monthly
\$44,6005 hourly

Promotion portions annual cost (wages and benefit):

\$8,691.29 monthly
\$50.1421 hourly

* See Memo regarding the retirement of Assessor Laura Marshall

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS FROM: Roberta Allen
FINANCE COMMITTEE

DATE: 3/10/2025 BY:

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY: High
(for committee use only)

JOB Title from: Chief Account Tech 22E

JOB Title to: Accountant 30D

Current position annual cost (wages and benefit): \$67,583.25 Wage \$39,769.22 Benefits

Promotion position annual cost (wages and benefit): \$72,955.09 Wages \$41,877381 Benefits

The incumbent has six years of experience working in accounting, five of the years were in the auditor's office. He is taking classes to complete his associate's degree in accounting and is on track to have the AA completed by the end of June, 2025. He has extensive computer skills and has set up accounting procedures within the accounting software in both Sierra and Plumas counties. With the Auditor Position vacant and the Chief Deputy Auditor leaving in October this position will carry the full load of the office even if a new Auditor is hired before the Chief Deputy Auditor leaves. The new auditor is going to have a steep learning curve.

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: CLERK-RECORDER

DATE: MARCH 14, 2025

BY: HEATHER FOSTER

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

JOB Title from: Deputy Clerk-Recorder III, Step C

JOB Title to: Chief Deputy Clerk-Recorder, Step C

Current potions annual cost (wages and benefit): \$91,762.50

Promotion potions annual cost (wages and benefit): \$96,283.29

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Solid Waste 0410000

RE: MEMORANDUM OF JUSTIFICATION

Extra Help

PRIORITY:
(for committee use only)

Current Title	Proposed Title	Current Wage/Benefits from budget workbook	New Wage/Benefit based on FY2425 workbook	Proposed Increase
Solid Waste Gate Attendant I	Solid Waste Gate Attendant II	21,376.68	24,088.53	\$ 2,711.85

The actual wages and benefits are less. The estimate is based on more hours than the employee currently works.

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Parks and Recreation 2080000

RE: MEMORANDUM OF JUSTIFICATION

Extra Help

PRIORITY:
(for committee use only)

Current Title	Proposed Title	Current Wage/Benefits from budget workbook	New Wage/Benefit based on FY2425 workbook	Proposed Increase
Custodian I	Custodian II	21,376.68	24,088.50	\$ 2,711.82

The actual wages and benefits are less. The estimate is based on more hours than the employee currently works.

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Road 0310000

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

Current Title	Proposed Title	Current Wage/Benefits from budget workbook	New Wage/Benefit based on FY2425 workbook	Proposed Increase
Chief Account Tech	Accountant III	116,982.67	126,281.02	9,298.35
Engineer Tech 2	Engineer Tech 3	124,858.76	135,353.63	10,494.87
Interdepartmental Fiscal Officer	Senior Accountant	141,124.85	151,104.03	9,979.18
Lead Equipment Mechanic	Equipment Shop Supervisor	120,192.07	126,698.05	6,505.98
Road Maintenance Worker II	Road Maintenance Worker III	92,137.32	101,444.64	9,307.32
Road Maintenance Worker II	Road Maintenance Worker III	88,482.23	97,420.32	8,938.10
Road Maintenance Worker III	Road Maintenance Lead	100,553.56	107,975.14	7,421.59
Transportation Planner/Engineer Tech I	Transportation Planner/Engineer Tech II	87,134.33	92,693.73	5,559.40

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Parks and Recreation 2080000

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

1. Brief description of the purpose of the proposed increase

- Tree removal at Smithneck Park, estimated cost \$10,000
- Kentucky Mine Trestle Project, estimated cost \$250,000

2. Summary of specific goals that increase will be expected to accomplish

Kentucky Mine Trestle is currently condemned, this project will restore it to a usable facility integral to the park.

Trees are a safety concern and will need to be removed or they will fall causing significant damage to the facilities and possible safety to the public.

3. Proposed funding source

- Smithneck park by General Fund
- KY Mine, \$96,000 Federal Grant, \$120,000 Donations, \$24,000 County Contribution

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Plant Maintenance 001-5280

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

1. Brief description of the purpose of the proposed increase

- Heater for Treasurer Tax Collector office, estimated cost \$10,000
- Courthouse flooring and painting, estimated cost \$70,000

2. Summary of specific goals that increase will be expected to accomplish

Replace old failing facilities to increase safety, comfort and aesthetics.

3. Proposed funding source

General Fund

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Criminal Justice Facility 8630000

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

1. Brief description of the purpose of the proposed increase

- Courthouse Drainage project, carry over from FY2425, \$60,000

2. Summary of specific goals that increase will be expected to accomplish

Improve the drainage that significantly impacts the neighboring property, ongoing project

3. Proposed funding source

General fund

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Grant Funds 0020000 Series

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

Fund	Grant	FY2526 Budget
0020000	CWDG CWPP and SCWML	\$ 254,550.00
0020001	Upper North Yuba Forest Health and Resiliency Project	\$ 3,700,000.00
0020006	Good Neighbor/Good Lava	\$ 1,000,000.00
0020008	North Yuba Landscape Green Acres Fuel Reduction and Restoration	\$ 525,000.00
0020010	Title II Sierra Buttes Overlook	\$ 20,000.00
0020011	Title II Aquatic Invasive Species	\$ 15,000.00
0020012	Title II Tree Mortality	\$ 10,000.00

All these grants are 100% Federally funded through the USDA.

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Bryan Davey

DATE: 03/13/2025

Dept: Road 0310000 and STIP Projects 032 series

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

Fund	Project	FY2526 Budget Amount	Funding
0310000	FEMA 4699 CAT C (permanent fixes)	1,400,000.00	75% Fed, 20.625% State, 4.375% County Road Fund
0321004	Nevada Street Bridge	425,000.00	100% Federally Funded
0321027	Plumbago Bridge	3,200,000.00	100% Federally Funded
0321028	Smithneck Road Rehab	5,500,000.00	88.5% Fed, 11.5% County Road Fund (construction is expected to begin in 2026. Actual Road fund contribution for FY2526 estimated at \$85,000.

0321028 will also have transfer #2 of 3 from 0310000 in the amount of \$74,670, per Resolution 2024-072. Total estimated Road Fund contribution to Smithneck project for FY2526 is \$159,670.

REQUEST FOR NEW JOB POSITION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Public Health

DATE: 03/10/2025

BY: Rhonda Grandi, Assistant Director

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:
(for committee use only)

JOB Title: Environmental Health Technician
Class 24, Step A-E

1. Brief description of purpose of the proposed position (attach Job Description)

Attracting new talent to the Environmental Health (EH) field is critical to addressing the high vacancy rates in California's EH workforce. Maintaining a professional workforce with the necessary educational and licensure standards ensures the safety, health, and well-being of our communities. However, re-examining the classification structure for EH positions can enhance recruitment efforts and diversify the applicant pool.

A potential strategy is to create "job families" within the Environmental Health Department. This involves developing entry-level positions that lower barriers to entry—such as allowing high school graduates with minimal experience. Such positions broaden the hiring pool and encourage retention by offering workers opportunities to grow and advance through the agency while meeting educational goals. Several counties in California have successfully implemented job families, starting with basic, introductory classifications, which provide pathways for advancement and help to address staffing shortages.

2. Summary of specific work expected to be accomplished by this position

1. Assist in field inspections of public and private facilities (e.g., restaurants, pools, septic systems) to ensure compliance with health regulations.
2. Support investigations of public health complaints, including issues like pest infestations, water quality, and sanitation violations.
3. Review business licenses for compliance with environmental health and land use regulations.
4. Process environmental health permits and applications, ensuring compliance with relevant standards.
5. Log and review plans and documents for commercial and residential projects, issuing permits as necessary.
6. Handle invoicing, payments, and receipts for environmental health permits.

7. Conduct research on parcel and permit history, and compile data to assist Environmental Health Specialists with reports and recommendations.
8. Assist in preparing inspection reports, correspondence, and notifications, including violations and corrective actions.
9. Maintain accurate records related to inspections, permits, complaints, and violations.
10. Promote public education on environmental health issues through materials and communications.
11. Respond to public records requests according to county procedures.
12. Provide information to the public via phone, email, or in person, answering environmental health-related inquiries.

3. Proposed duration of position

Permanent full-time - 1 FTE

4. Proposed annual cost of position

\$80,767.53 based on calculations at lower Step A at \$27.7361 for FY 25-26, to include full benefits, and **\$98,173.42** based on calculations at upper Step E at \$33.7134 with full benefits.

5. Proposed funding source

Funding for this position is proposed through a variety of Environmental Health and Public Health funding sources.

No impact to the General Fund

**SIERRA COUNTY
Job Classification**

Class Title: Environmental Health Technician
Class Code: 24, Miscellaneous
Status: Beginning Level

DEFINITION

Under direct supervision, the Environmental Health Technician assists in ensuring compliance with environmental health regulations as mandated by federal, state, and local laws, statutes, and ordinances. The role involves conducting routine field inspections to assess compliance and implementing corrective actions as necessary. Additionally, the technician performs research related to environmental health issues, providing support for ongoing compliance efforts and contributing to public health initiatives.

DISTINGUISHING CHARACTERISTICS

The Environmental Health Technician is an entry-level position within the Environmental Health series. This role is designed to provide training and development opportunities for individuals to assist and support Environmental Health Specialists. Most tasks are performed under close supervision, with a focus on learning and gaining experience in the field. Incumbents typically work under the direction of an Environmental Health Specialist III or higher and are expected to gradually assume more responsibility as they gain proficiency in the role.

REPORTS TO:

Receives direct and close supervision from the Environmental Health Specialist III or Senior Environmental Health Specialist. The position may also receive technical guidance, functional supervision, and training from an Environmental Health Specialist Trainee or higher.

CLASSIFICATIONS SUPERVISED:

None

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Assist in conducting routine field inspections of public and private facilities (e.g., restaurants, pools, septic systems) to ensure compliance with environmental health regulations.
- Support investigations into public health complaints related to environmental health concerns, such as pest infestations, water quality issues, or sanitation violations.
- Receive and process a variety of environmental health permits and applications, reviewing for compliance with relevant standards and regulations.
- Accept, log, and review commercial and residential plans and associated documents for plan checking; process, prepare, and issue permits as needed.
- Generate and send invoices, process payments, and provide receipts for environmental health permits

- Conduct research involving parcel and permit history, as well as environmental health issues, and compile data to assist Environmental Health Specialists in the development of reports and recommendations.
- Assist in preparing reports, correspondence, and notifications based on inspection findings, noting any violations or recommendations for corrective actions.
- Assist in maintaining accurate records and databases related to inspections, permits, complaints, and violations.
- Promote public education on environmental health issues, preparing and/or distributing educational materials and information to businesses, property owners, and the public regarding environmental health regulations and best practices for compliance.
- Respond to environmental health public records requests in accordance with county policies and procedures.
- Provide general and specific information to the public by phone, email, or in person at the front counter, addressing questions related to environmental health.
- Build and maintain positive working relationships with coworkers, other County employees, and the public, using good customer service principles when interacting with other County departments and/or outside agencies.
- Perform other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is acceptable. A typical way to obtain the required knowledge and abilities would be:

- **Experience:** Two (2) years of experience in an environmental health setting or other closely related field, with an emphasis on public contact, is desirable.
- **Education:** Equivalent to the completion of the twelfth grade, with a preference of at least twelve (12) semester units of college-level coursework in chemistry, biology, microbiology, toxicology, soil science or other closely related fields.

Other Requirements:

- Must have a valid driver's license and proof of adequate vehicle insurance.
- Occasional overnight travel as needed for training and other work-related requirements.

Knowledge of:

Perform the following with competent knowledge of special skills:

- General public and business administration principles and practices.
- Governmental functions and organization, operation of related agencies and community organizations
- Basic principles and practices of environmental health, including hazardous waste inspection, compliance, consultation, and enforcement.
- Basic sciences, including chemistry, biology, and environmental science.

- Modern office procedures, methods, and the use of computer hardware and software applications.
- Principles and practices of quality customer service, especially theories and principles of diversity, equity, and inclusion and specifically health equity and disparities.

Ability to:

- Consistently understand and apply assigned aspects of the job; analyze, interpret, and explain technical and numerical information; recall and interpret environmental procedures and County regulations; complete tasks despite frequent interruptions.
- Learn and retain local ordinances, state statutes, and regulations related to environmental health, land use, and permitting processes as needed.
- Learn to read and interpret a variety of plans, maps, drawings, and construction documents during research and inspections.
- Obtain information through interviews and dialogue; communicate effectively and courteously with the public.
- Communicate clearly and concisely, both orally and in writing, to diverse audiences, including racially, ethnically, and socioeconomically diverse communities; instruct others in sanitary inspection methods and procedures for correcting unsanitary conditions.
- Work effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and coworkers.
- Analyze situations quickly and objectively, determining the appropriate course of action.
- Work independently while accepting increasing levels of responsibility.
- Organize workload effectively, prioritize tasks, and meet deadlines.
- Operate a keyboard, calculator, copier, facsimile and like equipment.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and requires frequent travel to various locations within Sierra County for field inspections. Work includes continuous contact with staff and the public. Work may involve stressful situations.

SPECIAL WORKING CONDITIONS

Requires the ability to perform on-site inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties with potential exposure to variable temperatures, slippery surfaces, loud noises, sunburn, dust and pollen, bee stings, vector-borne diseases, angry or hostile persons, hazardous materials, wetness, such as while walking in the rain or through a stream on a site inspection, exposure to raw or partially treated sewage, inadequate ventilation, aggressive dogs and other wildlife.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the ability to sit at desk, drive for long periods of time and frequently walk, stand, stoop, kneel, crouch, and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.

Reviewed by:

Personnel Director

Date

Received and filed by:

County Clerk

Date

REQUEST FOR NEW JOB POSITION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Information Systems

DATE: 250327

BY: Jeremy Miller

RE: Memorandum of Justification

PRIORITY;
(for committee use only)

JOB TITLE: Information Systems
Administrator/Office Manager

-
1. Brief description of purpose of the proposed position (attach Job Description)
Position would be an administrative assistant/level 1 help desk position. This position would manage purchases, contracts, office management as well as provide level 1 help desk support.
 2. Summary of specific work expected to accomplish by this position
This position would provide phone, remote and in-person support to staff in all departments. Current staff levels do not provide enough coverage when responding to staffing shortages or project support. With the importance of providing services to residents, it's become abundantly clear that while we are capable of providing services, the timeliness of support rendered has not been adequate. A half-time position only would not suffice due to difficulties experienced in filling current positions across the county.
 3. Proposed duration of position
Permanent, Full Time
 4. Proposed annual cost of position
35/C at 1 FTE
\$31,737.9 hr
Total cost \$104,147.06 Wages \$67,853.03 Benefits \$36,294.02
 5. Proposed funding source
General Fund 60% would be paid for thru billing other Funds, Cost over head allocation.

DEPARTMENTAL REQUEST FOR INCREASE IN BASE LINE BUDGET

TO: BOARD OF SUPERVISORS FROM: Jenny Varn
FINANCE COMMITTEE

DATE: 3/27/2025

BY:

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY:

(for committee use only)

1. Brief description of purpose of the proposed increase

The cost of postage, envelopes other items keep going up. The TTC office has maxed out its budget again this year. The office is also in need of new chairs, the current ones are falling apart.

\$1,500

2. Summary of specific goals that increase will be expected to accomplish

Operation of the Office

3. Proposed funding source

REQUEST FOR PROMOTION

TO: BOARD OF SUPERVISORS
FINANCE COMMITTEE

FROM: Treasurer Tax Collector

DATE: 3/27/2025

BY: Jenny Varn

RE: MEMORANDUM OF JUSTIFICATION

PRIORITY: High
(for committee use only)

JOB Title from: Account Tech II D 15

JOB Title to: Accountant Tech III D 19

Current portions annual cost (wages and benefit): \$55,727 \$35,036 total \$90,763

Promotion portions annual cost (wages and benefit): \$60,845 \$37,041 Total\$97,886