

**SIERRA COUNTY BOARD OF SUPERVISORS'
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

MEETING DATE: DEPARTMENT: PHONE NUMBER: REQUESTED BY:	TYPE OF AGENDA ITEM: REGULAR CONSENT TIMED SUPPORTIVE DOCUMENT ATTACHED: RESOLUTION MEMO AGREEMENT OTHER _____
AGENDA ITEM:	
BACKGROUND INFORMATION:	
FUNDING SOURCE: GENERAL FUND IMPACT:	OTHER FUND: AMOUNT: \$
ARE ADDITIONAL PERSONNEL REQUIRED? YES NO TYPE OF EMPLOYEE	IS THIS ITEM ALLOCATED IN THE BUDGET? YES NO IS A BUDGET TRANSFER REQUIRED? YES NO
SPACE BELOW FOR CLERK'S USE	
BOARD ACTION: APPROVED APPROVED AS AMENDED ADOPTED ADOPTED AS AMENDED DENIED OTHER NO ACTION TAKEN	SET PUBLIC HEARING FOR: _____ DIRECTION TO: _____ REFERRED TO: _____ CONTINUED TO: _____ AUTHORIZATION GIVEN TO: _____
BOARD VOTE: BY CONSENSUS AYES: ABSTAIN: NOES: ABSENT:	RESOLUTION 2026- _____ AGREEMENT 2026- _____ ORDINANCE _____
COMMENTS:	

CLERK OF THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Rhonda Grandi, Director

Reference: Agenda Item

Date of memo: January 16, 2026

Date of Board Meeting: February 3, 2026

Requested Action: Resolution authorizing Public Health to hire the vacant Health Assistant position at the Health Assistant III Step E, Longevity 2.

Funding

Budgeted? Yes No

	Yes	No
Revenue		
Expenses		
Difference		

Background Information: Sierra County Public Health requests approval to fill a vacant Health Assistant position. A qualified internal applicant has been identified who is currently employed by the County and has previously served in the Health Assistant classification for several years.

The applicant meets all minimum qualifications for the position and brings extensive, directly relevant experience, including prior service at the Health Assistant III, Step E, Longevity 2 level. Given the individual's demonstrated competency, familiarity with County systems and Public Health operations, and prior performance in this classification, Public Health proposes to appoint the applicant at Health Assistant III, Step E, Longevity 2.

This appointment supports continuity of services, minimizes onboarding and training time, and ensures uninterrupted delivery of Public Health programs.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: Public Health will be unable to fill the vacant Health Assistant position at the requested level. This may negatively impact service delivery and program efficiency.

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PUBLIC HEALTH TO HIRE THE VACANT HEALTH ASSISTANT POSITION AT THE HEALTH ASSISTANT III STEP E, LONGEVITY 2.

WHEREAS, the Public Health Department wishes to fill the vacant position of Health Assistant; and

WHEREAS, there is a qualified applicant, who is currently employed by the County and who previously served in the Health Assistant classification for several years, to fill the vacant position; and

WHEREAS, the Department desires to hire at the level of Health Assistant III, Step E, Longevity 2, based on the applicant's relevant experience and prior service in this classification at the same step.

NOW THEREFORE BE IT RESOLVED, the Board of Supervisors gives authorization to hire at the Health Assistant III Step E, Longevity 2 for the vacant position.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 3rd day of February, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA:

PAUL ROEN
Chair, Board of Supervisors

ATTEST:

HEATHER FOSTER
Clerk of the Board

APPROVED AS TO FORM:

ANDREW PLETT
County Counsel