RECOMMENDATION AND JUSTIFICATION:
Authorize UnderFilling an Assessment-Recording Clerk III Position with an Assessment-Recording Clerk I/II for One Year Effective May 1, 2014, and Authorize the Hiring of an Assessment-Recording Clerk I/II Effective May 1, 2014; Authorize the Immediate Recruitment for an Appraiser I/II Position and the Filling of This Position Effective May 1, 2014.

The Assessment-Recording Clerk III will be retiring effective April 30, 2014. This position is typically attainable by promoting an Assessment-Recording Clerk II based on an individual's experience and meeting the minimum qualifications for the position. At this time, underfilling the position at the Assessment-Recording Clerk I/II level is necessary. The higher level of work that an Assessment-Recording Clerk III performs will be done instead by the Assessment Office Manager during this time. It will not be necessary to recruit for the Assessment-Recorder Clerk I/II classification as there is a current Assessment-Recording Clerk I/II list. It is requested that the Board authorize filling the position effective May 1, 2014.

One Appraiser II will be retiring April 30, 2014. The Appraiser II classification is a flexible class called Appraiser I/II. The department has the ability to fill the position at either level. It is requested that the Board authorize the immediate recruitment at the Appraiser I/II level and authorize filling the position effective May 1, 2014.

These positions are critical to maintaining the proper and efficient functioning of the Assessor-Recorder's Office. No budgetary adjustments are necessary as both positions are currently fully funded.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously filled fully funded and budgeted vacant positions at the request of the Department Head.
ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If these positions remain vacant, timely assessments and public service would suffer due to the office being short-staffed.

FINANCIAL IMPACT:
Positions are fully funded in the Fiscal Year 2013-14 Budget.

CAO RECOMMENDATION
Requested Action Recommended

[Signature]
Rick Benson, County Administrator/Officer

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier