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Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, October 28, 2025

Item Number: 1.11

MEETING DATE: 10/28/2025

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Henie Ring

DEPT HEAD/DIRECTOR: Esperanza Colio Warren

SUBJECT:

COUNTY ADMINISTRATION OFFICE - E. COLIO WARREN

1. Authorize the County Administrative Officer to lift the hiring freeze for non-general fund positions and direct Human Resources to initiate recruitment efforts to fill these vacancies, prioritizing employees impacted by recent layoffs. If the positions are not filled by laid-off employees within two weeks, departments may proceed to fill the vacancies through the open recruitment process; and
2. Authorize the hiring of one (1) extra-help (seasonal worker) Deputy Tax Collector I in the Treasurer/Tax Collector/Public Administrator's Office; and
3. Authorize the overfill of Auditor-Appraiser I position with a currently filled Accounting Appraiser Technician position in the Assessor's Office and direct Human Resources to begin a seven (7) day department-only recruitment.

SBC FILE NUMBER: 119

N/A

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

On May 6, 2025, the Board of Supervisors directed County Administration to implement a hiring freeze for general fund positions with the exemption of public safety and specialized licensed positions. The Board directed Department Heads to provide details for any critical positions in the effected departments to be brought back to the board on May 13, 2025, for review.

On May 23, 2025, the Board of Supervisors extended the hiring freeze, with exemptions granted for public safety positions, specialized licensed roles, as well as one position each in the Probation Department, the Assessor's Office, Integrated Waste Management, and the Treasurer-Tax Collector's

Office.

On October 1, 2025, the Board of Supervisors once again extended the hiring freeze, allowing exemptions for public safety positions and specialized licensed roles. The County Administrative Officer was directed to coordinate with non-general fund departments to explore opportunities for rehiring county employees impacted by the reduction in force due to the budget deficit. This coordination applies only where non-general fund departments have pre-existing vacant positions, and the affected employees apply and meet the minimum qualifications. However, departments are not obligated to rehire employees who were subject to the reduction in force.

We are now seeking authorization and direction from the Board of Supervisors to lift the hiring freeze for non-general fund positions and direct Human Resources to initiate recruitment efforts aimed at filling these vacancies with employees impacted by recent layoffs. If the positions remain unfilled by laid-off employees within two weeks, departments may proceed with filling them through the open recruitment process.

Traditionally the Treasurers/Tax-Collector/Public Administrator's Office requests every year to hire one (1) extra-help (seasonal worker) to assist in operations of collecting approximately \$90 million in property taxes with the 1st installment of property taxes being collected from Thanksgiving through December 10th. The Office issues approximately 25,000 secured bills and 600 supplemental bills to date with approximately 200 Supplemental bills each month. In January the office will begin the delinquency process for collection of unpaid taxes and by the middle of March through the end of April, the office will begin the collection of the 2nd installment of property taxes process.

Due to staffing needs, the Assessor's Office is requesting to overfill an Auditor-Appraiser I position with the currently filled Accounting Appraiser Technician. Currently there are no vacant positions within the Assessor's Office, however, during the budget hearings, the Assessor's Office lost 2 recently vacated positions. To continue the operational needs in the office, the position of Auditor-Appraiser I position will allow for additional revenue generation through conducting property tax audits resulting in general fund revenue. The position will also be utilized to generate additional revenue from discovery of new businesses with property tax assessments, and other appraisal assignments. This position will support the Assessor's Office efforts to meet state guidelines regarding the required number of annual audits, thereby ensuring compliance with this mandate. An overfill from the Accounting Appraiser Technician classification to an Auditor Appraiser I would enable the retention of staff possessing an Accounting Degree, a mandatory qualification for the Auditor-Appraiser role. If approved, Human Resources would initiate a seven (7) day, department-only recruitment to fill the Auditor-Appraiser I position.

FISCAL IMPACT:

There is no impact to General Fund for FY 25/26 with the hiring for non-general fund positions.

Salary cost for one (1) extra-help (seasonal worker) Deputy Tax Collector I position is approximately \$25,000 to the General Fund, however, this position performs work that generates revenue through the collection of approximately \$90 million in property taxes. In addition, the position is also offset through funds received from the school district and other entities in the county from the collection of fees.

Salary cost for the overfill of the Auditor-Appraiser I position for the remaining FY 25/26 is estimated to be less than \$6,000. There are sufficient funds in the Assessor's budget to cover this additional cost.

STAFF RECOMMENDATION:

1. Authorize the County Administrative Officer to lift the hiring freeze for non-general fund positions and direct Human Resources to initiate recruitment efforts to fill these vacancies, prioritizing employees impacted by recent layoffs. If the positions are not filled by laid-off employees within two weeks, departments may proceed to fill the vacancies through the open recruitment process; and
2. Authorize the hiring of one (1) extra-help (seasonal worker) Deputy Tax Collector I in the Treasurer/Tax Collector/Public Administrator's Office; and
3. Authorize the overfill of Auditor-Appraiser I position with a currently filled Accounting Appraiser Technician position in the Assessor's Office and direct Human Resources to begin a seven (7) day department-only recruitment.

ATTACHMENTS:

[Agenda Fact Sheet - Hiring Freeze Lift](#)