

## MEMORANDUM

TO: Mayor and City Council

FROM: Roberta Likens, Finance Director

SUBJECT: APPROVAL OF TEMPORARY FULL-TIME PAYROLL-HUMAN RESOURCES ASSISTANT

DATE: November 22, 2023

### Background

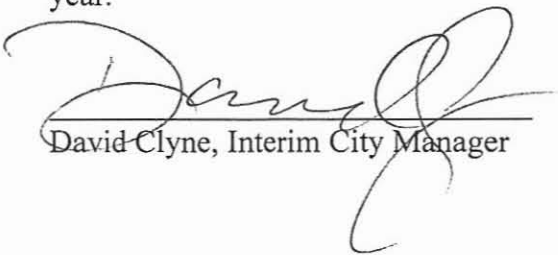
Previously, staff proposed and the Council approved creating a temporary part-time Payroll-Human Resources Assistant to assist the HR Specialist in processing payroll and providing HR related support. A recruitment process resulted in seven total applicants, with only four of those applicants meeting the qualifications for an interview. The group of individuals who participated in the interviews possessed some of the skills and experience necessary, however, there was not a candidate who has the ability to fill the position and provide the immediate assistance needed. In an effort to create a more attractive position, staff is proposing an adjustment to the position from temporary part-time to temporary full-time. The total cost of the full-time position for January-June is approximately \$57,000; an additional expense of \$20,000.

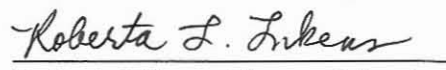
### Recommendation

The City Council approve by motion the Temporary Full-Time Payroll-Human Resources Assistant position effective upon passage.

### Cost

Staff proposes using \$57,000 of budgeted unspent salary savings to pay for the temporary position through June 30, 2023. At that time, staff will review the position and determine if there is a need to propose a regular full-time Payroll-Human Resources Assistant to be included in the 2024-25 budget year.

  
David Clyne, Interim City Manager

  
Roberta Likens, Finance Director