

# The County of Yuba

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**TO:** Board of Supervisors

**FROM:** Kevin Mallen, County Administrator

**SUBJECT:** Approve Employment Agreement with Tiffany Manuel as the Human Resources Director beginning December 1, 2023, and authorize Chair to execute

**DATE:** November 28, 2023

**NUMBER:** 592/2023

## *Recommendation*

Approve Employment Agreement with Tiffany Manuel as the Human Resources Director beginning December 1, 2023, and authorize Chair to execute

## *Background/Discussion*

The Human Resources Director is an at-will County Department Head appointed by the County Administrator pursuant to Chapter 2.47 of the Yuba County Ordinance Code. As is typical with all at-will Department Heads, the Board of Supervisors enters into an employment agreement with the employee that outlines the terms of the employment relationship.

Mrs. Manuel is currently the Interim Human Resources Director and has held the interim role since July of this year due to the sudden departure of the County's previous Human Resources Director. Prior to her Interim Director role, Mrs. Manuel was a Human Resources Manager in the Human Resources Department and has been with the Human Resources Department for over 10 years. Her tenure and familiarity with the County coupled with her skillset has enabled her to be successful during this interim period leading the Human Resources Department. With her demonstrated abilities to lead the Human Resources Department and support she has provided my office in furthering the Board's goals and priorities of the County's Strategic Plan, leads to my recommendation to approve the attached employment agreement. The employment agreement in summary contains:

- The County would employ Mrs. Manuel as Human Resources Director beginning December 1, 2023
- Mrs. Manuel will receive the Human Resources Director salary, as identified in the "Yuba County Classification System – Basic Salary Schedule" multiplied by her index rate
- Terms of severance would be up to four months of paid Administrative Leave

- Monthly vehicle allowance of \$500
- All other benefits the same as other County management positions

*Committee Action*

This item is being presented directly to the full Board for consideration

*Fiscal Impact*

General Fund           None, within budgeted appropriations in the Human Resources Department

Non-General Fund   None

*Attachments*

592/2023 Employment Agreement – Human Resources Director