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3 **RESOLUTION**

4 WHEREAS, the district attorney’s office is requesting, pursuant to section 17.085 of the
5 county general ordinances, the extension of Darlene Fuller’s temporary assignment to the
6 higher classification (TAHC) of senior executive assistant (NR) to May 30, 2015, or when
7 the vacancy is filled by regular appointment, whichever occurs first;

8 WHEREAS, The senior executive assistant (NR) position, which serves as the executive
9 assistant for the district attorney and chief deputy district attorney, has been vacant since the
10 death of Sheila Stanelle, the previous incumbent, who went on medical leave in June 2014
11 and died on November 14, 2014;

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13 WHEREAS, the district attorney’s office made a TAHC appointment of Darlene Fuller, a
14 clerical assistant 1 with more than 16 years of varied experience in the district attorney’s
15 office, to the senior executive assistant position on November 10, 2014, for eight weeks
16 until January 3, 2015;

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18 WHEREAS, Darlene Fuller’s TAHC then was extended for another 90 days, from January
19 4 to April 3, 2015;

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21 WHEREAS, the district attorney’s office promptly filed a certification request with the
22 department of human resources to fill the senior executive assistant position, but the initial
23 recruitment was cancelled because the qualifications listed for the position were incorrect;

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25 WHEREAS, Human resources has scheduled an examination for the senior executive
26 assistant (NR) position on March 19 and March 24, and should compile a certification list
27 no later than the end of March;

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29 WHEREAS, based on experience, the district attorney’s office will need approximately 30
30 to 45 days to interview and evaluate the candidates and to conduct a background
31 investigation;

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33 WHEREAS, in the meantime until a regular appointment is made to the position,
34 administrative support must be provided for the district attorney and chief deputy district
35 attorney; now, therefore,

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37 BE IT RESOLVED, that the County Board of Supervisors hereby authorizes and
38 approves, pursuant to section 17.085 of the county general ordinances, the extension of
39 Darlene Fuller’s temporary assignment to the higher classification (TAHC) of senior
40 executive assistant (NR) from April 4 to May 30, 2015, or when the vacancy is filled by
41 regular appointment, whichever occurs first.