



COUNTY OF MENDOCINO

Executive Office

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: ceo@mendocinocounty.gov
Website: www.mendocinocounty.gov

Office: (707) 463-4441
Fax: (707) 463-5649

Date: March 10, 2026
To: Honorable Board of Supervisors
From: Darcie Antle, Chief Executive Officer
Subject: Strategic Hiring Request – Principal Administrative Analyst

The Executive Office is requesting to hire a Principal Administrative Analyst. The Principal Administrative Analyst position is currently filled; however, the employee will be transferring to another department within the next few months.

The loss of the Principal Administrative Analyst in the Executive Office will have a significant impact on the operations in the Executive Office and Emergency Operations Center (EOC). Currently the Principal Administrative Analyst is heavily involved in the countywide budget preparation and monitoring, fee hearings, fiscal support for various departments, fiscal contract review for contracts countywide, payroll support, special projects, and is the backup Finance Section Chief in the EOC.

The Executive Office has reviewed the current organizational chart and has determined the duties of the Principal Administrative Analyst cannot be absorbed by existing staff.

As of mid-year, the Executive Office Budget Unit 1020 is projected to come in on budget. The 6% attrition factor applied to the Executive Office was \$73,394. There is no projected impact from this request to the Fiscal Year 25/26 Executive Office budget, as the position is currently budgeted.

Adopted Budget:	\$1,431,657
Revised Budget with Mid-Year Adj:	\$1,620,896
End of Year Projections:	\$1,620,895
Salaries & Benefits Budget Only:	\$1,360,744