



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

I-3

For the meeting of: January 24, 2017

Date: January 3, 2017

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer

Subject: Temporary Employment of Retired Annuitant as Assistant County Administrative Officer in the County Administrative Office

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Cheryl Dillingham as a temporary retired annuitant Assistant County Administrative Officer with the County Administrative Office (CAO) is necessary to fill a critically needed position and that Ms. Dillingham's employment as a temporary retired annuitant is needed before the California Public Employees Retirement System (CalPERS) 180-day wait period has expired; and
2. Adopt the attached resolution for an exception to the 180-day wait period.

SOURCE OF FUNDING: General Fund

DISCUSSION:

Assistant County Administrative Officer, Cheryl Dillingham retired from county employment on January 20, 2017 with over 30 years of experience working departments such as Public Works, the Auditor's Office and the CAO. Ms. Dillingham has been with the CAO for seven years overseeing Information Technology,

Prepared by	Amy S. Nilsen	CAO Approval	<i>E. H. Hayes</i>
REVIEW:			
Auditor	County Counsel <i>[Signature]</i>	Human Resources <i>[Signature]</i>	Other
TYPE OF ITEM:			
<input type="checkbox"/> Consent			
<input checked="" type="checkbox"/> Departmental			
<input type="checkbox"/> Public Hearing			
<input type="checkbox"/> Other			
PREVIOUS ACTION/REFERRAL:			
Board Order No. _____			
Meeting of: _____			
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT			
Upon motion of Supervisor <i>Fennell</i> Seconded by Supervisor <i>Sundberg</i>			
Ayes <i>Sundberg, Fennell, Bass, Bohn, Wilson</i>			
Nays			
Abstain			
Absent			
and carried by those members present, the Board hereby approves the recommended action contained in this Board report.			
Dated: <i>Jan. 24, 2017</i>			
By: <i>[Signature]</i>			
Kathy Hayes, Clerk of the Board			

Economic Development and the county's budget process. This position helps coordinate and supports the activities of all county departments, in particular working with department heads. Other functions include:

- Overseeing and assisting in the preparation of the county budget
- Presenting information to the Board of Supervisors
- Acting as the County Administrative Officer in her absence
- Staff supervision
- Developing a plan for sustainable funding of the county's pension obligations
- Facilitating the Juvenile Hall Replacement project

The CAO did conduct a recruitment for the position of Assistant County Administrative Officer in November 2016. Ideally, a candidate would have started before Ms. Dillingham's retirement to provide a transition period and training specific to that of the Assistant County Administrative Officer position. However, the candidate selected from the recruitment was unable to start before the retirement of Ms. Dillingham. The candidate's anticipated start date is February 6, 2017. With Ms. Dillingham's 30 years of experience it is critical that some of this knowledge be passed onto new staff.

Therefore, the CAO is requesting approval of Ms. Dillingham as a temporary retired annuitant Assistant County Administrative Officer to fill a critically needed position and that the Board of Supervisors resolve that Ms. Dillingham's employment as a temporary retired annuitant is needed before the expiration of the CalPERS 180-day wait period as required by California Government Code section 7522.56(f) (1). The attached resolution is needed to comply with CalPERS requirements for an exception to the 180-day wait period for post-retirement employment.

FINANCIAL IMPACT:

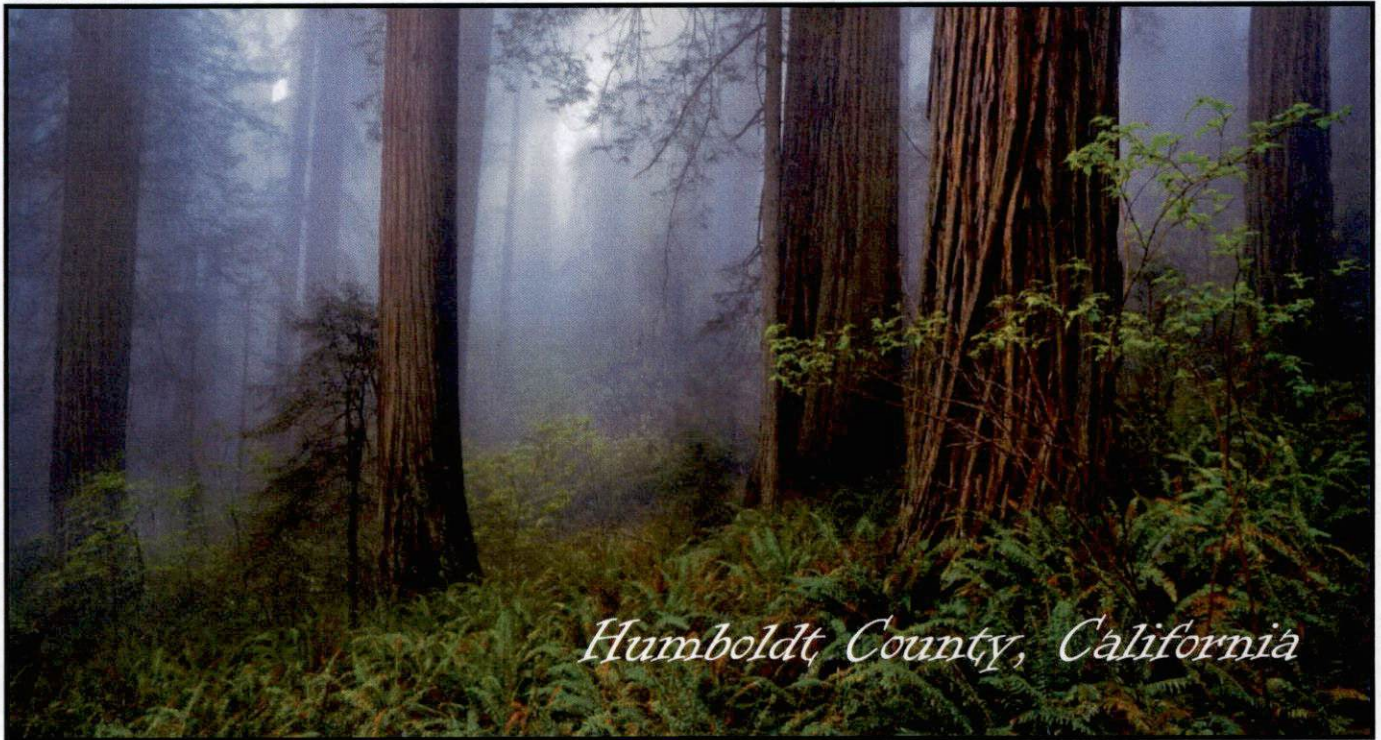
Ms. Dillingham would be hired into an existing job class with a designated wage assignment. Ms. Dillingham would provide training and support on a part-time basis. The approximate cost per day is \$537.12 (8 hours at step E). It is anticipated that Ms. Dillingham would begin her part-time assignment on or around February 6, 2017. Sufficient salary savings exists due to a lack of overlap and reduced salary step for the new Assistant County Administrative Officer.

This agenda item and recommended actions supports the Board's Strategic Framework by investing in county employees and providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to decline staff's recommendation. This is not recommended as this would leave County Administrative Office and county departments with reduced resources.

ATTACHMENTS: None.



Assistant County

Administrative Officer

\$106,676 - \$136,890 Annually

The current Assistant County Administrative Officer has announced her retirement and Humboldt County is seeking an individual with strong communication and analytical skills, and experience in budget, administration and program development in a public agency to fill the vacancy. Under general supervision of the County Administrative Officer, the Assistant County Administrative Officer supports the CAO in planning, organizing, coordinating and administering County functions and activities.



The County

You are invited to apply for the position of Assistant County Administrative Officer in the most beautiful place in America. A USDA comparison of natural amenities including climate, water and landscape concluded that Humboldt County is the most scenic rural county in the United States. Humboldt County is located in the heart of northern California's majestic coastal redwood region.

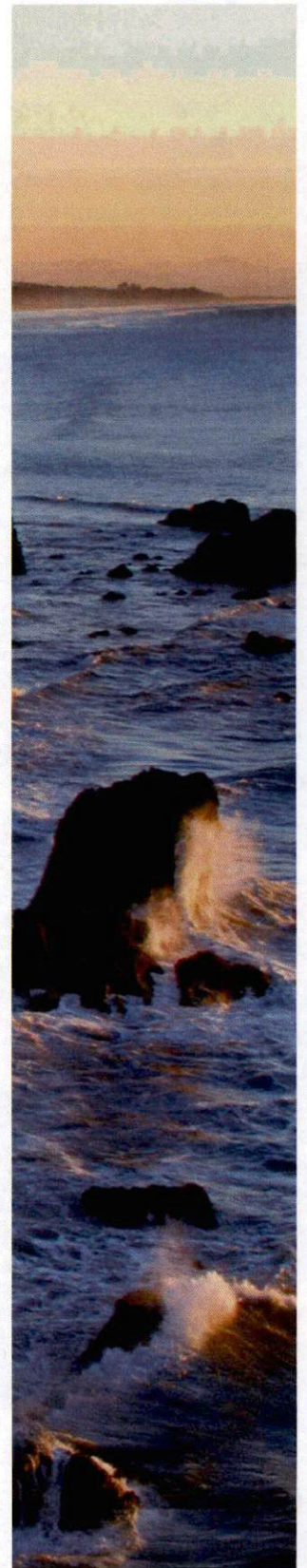
The Redwood Coast is a paradise for all outdoor activities including hiking, backpacking, fishing, river rafting, kayaking, golf and more.

The County's two million acres include hundreds of streams and lakes, as well as county, state and national parks, beaches and campgrounds. Humboldt State University and College of the Redwoods provide excellent educational opportunities, as well as entertainment and culturally enriching activities.

Eureka, the County seat, is located 275 miles north of San Francisco, overlooking historic Humboldt Bay. Humboldt County is an ideal area for individuals and families who seek a relaxed pace of life. With moderately priced housing, temperate weather all year round and a lively local arts scene, Humboldt County offers the best of community living without the stress and burdens of the more urbanized areas of California.

The County Administrative Office

The County Administrative Office (CAO) was established in 1962 to administer, enforce and carry out the policies, rules, and regulations implemented by the Board of Supervisors as related to the administration of county departments, services, institutions, and districts. Assisting with the administration of an annual County budget of approximately \$353 million, the Assistant CAO works closely with the County Administrative Officer in the preparation, implementation, and management of the County budget. Additionally, the Assistant CAO provides coordination services and administrative support for twelve County departments.



The Job

Humboldt County is seeking an individual with strong communication and analytical skills, and experience in budget, administration and program development in a public agency.

Under general supervision of the County Administrative Officer (CAO), the Assistant CAO participates in the planning, organizing, coordinating and administration of County functions and activities. The Assistant CAO helps coordinate and support the activities of department heads. The Assistant CAO is an "at will" position.

The Assistant County Administrative Officer provides lead direction for the County Administrative Office and assists in the management of the Communications, Information Technology, and Economic Development functions. A total of 35 positions are budgeted in the CAO's Department. The Fiscal Year 2016—2017 County budget totals \$353 million. Humboldt County has 2,000 regular positions.

The Assistant County Administrative Officer may attend meetings of the Board of Supervisors to present information and to receive policy guidance; direct the preparation, analysis and administration of the County budget; represent the County before a variety of groups in public meetings; and prepare a variety of reports and correspondence.

Current CAO Projects

Development of policy options for the Board to consider to maintain or enhance the County's financial position, including:

- ◆ Policy on use of debt financing to allow for needed capital improvements
- ◆ Policy on achieving sustainable funding for County pension obligations
- ◆ Increased transparency on use of proceeds from local sales tax

Working with department heads to enhance the experiences of the County's employees and residents through:

- ◆ Evaluation of potential reorganization of County services
- ◆ Fostering a culture of engagement and customer service
- ◆ Promoting frugality, innovation and transparency

Support the Board of Supervisors in articulating and acting upon their policy vision via development of:

- ◆ Increased internal capacity for training and technology
- ◆ Enhanced strategic planning efforts and links to community participation
- ◆ A more comprehensive and dynamic program of legislative advocacy at the state and federal levels.

Employment Standards

Preferred background and credentials:

- ♦ An advanced degree in public administration or related field.
- ♦ Substantial and progressively responsible management and administrative experience in a large governmental or similar public agency, preferably in California.



Leadership/Communication/Interpersonal

- ♦ Empower employees through delegated authority at the appropriate organizational levels.
- ♦ Build internal and external relationships with colleagues, elected officials, community-based organizations, management and staff.
- ♦ Employ a leadership style that is consistent, clear, fair and decisive.
- ♦ Endorse accountability and create an open, trusting, and learning organizational culture.
- ♦ Inspire employees and create a rewarding work environment.
- ♦ Use best practices in organizational management to increase efficiencies and effectiveness.
- ♦ Effectively collaborate with Tribal communities and other community-based organizations.
- ♦ Lead with integrity, transparency and ethics.
- ♦ Use strong facilitation and negotiation skills to manage, and unite differences.
- ♦ Be a clear and effective communicator, and an articulate public speaker.
- ♦ Develop trusted relationships, and ensure words and actions align.



Compensation & Benefits

SALARY: \$106,676 - \$136,890 annually.

Note: This is an "At Will" position.

RETIREMENT: The County participates in the Public Employees' Retirement System:

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

The County also participates in Social Security.

MEDICAL/DENTAL/VISION INSURANCE: The County participates in the CalPERS health insurance program, providing several options for employees. The County pays nearly all of the employee premium and a portion of dependent coverage. The County provides a dental and vision plan with premium for the employee and family paid in full by the County.

VACATION: 12 – 30 days per year based on length of County service.

HOLIDAYS: 14 paid days per year.

SICK LEAVE: 12 days per year, unlimited accumulation.

ADMINISTRATIVE LEAVE: 10 paid days per fiscal year.

ADDITIONALLY: the County offers life insurance, longevity pay, vacation conversion, education reimbursement program, deferred compensation and employee assistance program.

Selection Process

A Humboldt County Application and a resume are required for this position. Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to interview with the Board of Supervisors.

Required applications may be completed online at www.humboldtgov.org/hr

Questions regarding the selection process should be directed to:

**Dan Fulks, Human Resources
Director
Humboldt County
Personnel Department
825 Fifth Street, Room 100
Eureka, CA 95501
Phone (707) 476-2349
www.humboldtgov.org/hr**

FILING DEADLINE:

NOVEMBER 10, 2016



Images for this brochure were used with permission granted by the Humboldt County Convention & Visitors Bureau (707) 443-5097

<http://www.redwoods.info/>

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of January 24, 2017

RESOLUTION NO. 17-13

RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT CODE SECTIONS 7522.56 AND 21224

WHEREAS, in compliance with Government Code section 7522.56 the Humboldt County Board of Supervisors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since her retirement; and

WHEREAS, Cheryl Dillingham (Employee ID #D6955) has retired from the County Administrative Office as the position of Assistant County Administrative Officer, effective January 20, 2017; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is July 19, 2017, without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Humboldt County Board of Supervisors, the County Administrative Office and Cheryl Dillingham certify that Cheryl Dillingham has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Humboldt County Board of Supervisors hereby appoints Cheryl Dillingham as an extra help retired annuitant to perform the duties of the Assistant County Administrative Officer for the County Administrative Office under Government Code section 21224, effective February 6, 2017; and

WHEREAS, the entire employment agreement, contract or appointment document between Cheryl Dillingham and the County Administrative Office has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal an hourly rate; and

WHEREAS, the maximum base monthly salary for this salary for this position is \$11,637.41 and the hourly equivalent is \$67.14, and the minimum base monthly salary for this position is \$9,068 and the hourly equivalent is \$52.32; and

WHEREAS, the hourly rate paid to Cheryl Dillingham will be \$67.14; and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

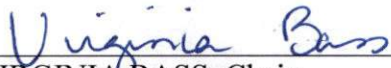
Certified copy of portion of proceedings, Meeting of January 24, 2017

RESOLUTION NO. 17-13

WHEREAS, Cheryl Dillingham has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Cheryl Dillingham as described herein and detailed in the attached agenda item titled "Temporary Employment of Retired Annuitant as Assistant County Administrative Officer in the County Administrative Office," is necessary to fill the critically needed position of Assistant County Administrative Officer for the County Administrative Office by February 6, 2017, because Cheryl Dillingham has unique knowledge and skills related to the county's budget and administrative operations and ongoing capital projects of the County Administrative Office. Additionally, the incoming Assistant County Administrative Officer, may not have familiarity with the County Administrative Office operations, budget and county departments. This appointment will allow a brief period of support and instruction that will provide for uninterrupted operation of the County Administrative Office and a smooth transition for the new Assistant County Administrative Officer.

Dated: January 24, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors


Adopted on motion by Supervisor Fennell, seconded by Supervisor Sundberg, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California