



COUNTY OF HUMBOLDT

For the meeting of: 12/18/2018

File #: 18-1565

To: Board of Supervisors
From: Planning and Building Department

Agenda Section: Departmental

SUBJECT:

Temporary Employment of Retired Annuitant as Administrative Services Manager in the Planning and Building Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the employment of Paula Mushrush as a temporary retired annuitant Administrative Services Manager with the Planning and Building Department (class 0775, salary range 480, step E) is necessary to fill a critically needed position and that Ms. Mushrush'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:

Grants and General Fund

DISCUSSION:

Administrative Services Manager, Paula Mushrush, retires from county employment on Dec. 31, 2018 with 18 years of experience working with the Planning and Building Department. Specifically, Paula Mushrush has overseen millions of dollars in housing grants and has been instrumental in implementing the housing program. In her position as Administrative Services Manager she has been pivotal in implementing the departmental budget, development of the fee schedule, and financial processes associated with roll-out of new permitting software.

The department has been working with Human Resources for nearly a year to better define two positions, the Administrative Services Manager and the Program Manager for the housing program. Due to the time taken to resolve these positions the department has not been able to recruit for and fill these positions. At this point Paula is the only person in the department with experience implementing grants and the housing program. Retaining Paula Mushrush as a retired annuitant will allow her to train a new person to take on these duties. The beginning of the year is the period in which the grant reporting and housing reporting needs to be completed, so Paula's presence during this time is vital.

The department will be at a distinct disadvantage without creating the opportunity for this training. It is expected that the Program Manager will be hired by the end of January 2019.

The beginning of the calendar year is a busy time for the department in completing the midyear budget report, and the department is anticipating a change in the budget structure for the Code Enforcement Unit. In addition the first quarter is the period in which the budget for the next fiscal year will begin to be formulated. Due to turn over in the department, Paula is the person who has been singularly involved in the budget process.

Paula Mushrush has offered her availability to provide temporary, part-time employment, beginning January 14, 2019 and the department would like to appoint her as a part-time Administrative Services Manager, not to exceed 20 hours per week.

Therefore, the Planning and Building Department is requesting approval of Paula Mushrush as a temporary retired annuitant Administrative Services Manager and that the Board of Supervisors resolve that Ms. Mushrush'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:

Paula Mushrush will be hired into an existing job class at her current wage. She will not work more than 20 hours per week, for a total of not more than 960 hours for the remainder of Fiscal Year 2018-19. The approximate cost per month is \$3,677 for total of \$20,226 for 5.5 months. It is anticipated that Ms. Mushrush will begin Monday, January 17, 2019 and end by June 30, 2019. The training time will be split between administration and grant management. Sufficient funds exist in the Planning and Building 2018-2019 budget. The costs will be offset by vacancies in Current Planning, budget unit 277 (\$24,801) and Advanced Planning, budget unit 282 (\$37,534).

This agenda item and recommended actions supports the Board's Strategic Framework by investing in county employees, providing community-appropriate levels of service and managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to decline staff's recommendation. This is not recommended as it would result in the Planning and Building Department experiencing reduced efficiencies and less-than-optimal levels of internal and community-based resources.

ATTACHMENTS:

Resolution for Exception to the 180-day wait period
Government code sections 7522.56 and 21224

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PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A