



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

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For the meeting of: March 27, 2018

Date: February 28, 2018

To: Board of Supervisors

From: William Damiano, Chief Probation Officer

Subject: Resolution for the Employment of Temporary Retired Annuitant as Senior Fiscal Assistant at the Probation Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Jayme Turner as a temporary retired annuitant Senior Fiscal Assistant with the Humboldt County Probation Department is necessary to fill a critically needed position and that Jayme Turner'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:

Probation budget unit 1100-234-1100

Prepared By Elisha Hardison, Legal Office Business Manager CAO Approval

REVIEW:	Auditor <u>WBSN</u>	County Counsel <u>JDB</u>	Personnel <u>KTB</u>	Risk Manager	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Fennell

Ayes Bass, Fennell, Sundberg, Bohn, Wilson

Nays

Abstain

Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-9

Meeting of: January 9, 2018

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 3/27/18

By: Kathy Hayes, Clerk of the Board

DISCUSSION:

On January 9, 2018 the Probation Department requested approval from your Board of a temporary overlap for the position of Senior Fiscal Assistant (Salary Range 347, Class 0124, Position Number 1, and Department 234) with the incumbent employee for a period not to exceed five (5) pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required). The item was approved on consent; however, Probation currently has a potential candidate to fill the position; however, the background process required for law enforcement agencies is extensive and can take four to eight weeks to complete, even for non-sworn staff members. Given these factors, the position is unlikely to be filled by the time the incumbent employee, Jayme Turner, retires on April 6, 2018.

Senior Fiscal Assistant is a critical position in the Probation Department and serves the following functions:

- Department Payroll
- General Ledger Reconciliation (expenses)
- Petty Cash Custodian (Wraparound Program)
- Accounts Payable
- Purchasing
- Travel Arrangement/Coordination
- Building Access Coordination

There are 2.0 full-time equivalent FTE allocations for this position in the department, and these staff work closely as a team to perform all the functions listed above as well as miscellaneous other tasks as assigned. The workload is too heavy for one staff to adequately manage in the interim. As such, Probation would like to hire Ms. Turner as a temporary "retired annuitant" Senior Fiscal Assistant to fill a critically needed Senior Fiscal Assistant position and recommends that the Board of Supervisors resolve that Ms. Turner's employment as a temporary "retired annuitant" is needed before expiration of the CalPERS 180-day wait period as required by California Government Code section 7522.56(f) (1). The attached resolution complies with CalPERS requirements for an exception to the 180-day wait period-requirement employment.

The appointment of Ms. Turner is necessary to ensure that critically needed functions of the department continue, and to provide sufficient service levels until such time as the position can be adequately filled. Additionally, the appointment would allow for the training of the new hire. Ms. Turner is uniquely qualified as a Senior Fiscal Assistant to fill-in as needed for this vacancy without training or orientation.

FINANCIAL IMPACT:

Ms. Turner would be hired into an existing job class with a designated wage assignment equal to other county employees performing comparable duties. The hourly rate will be \$21.86 (Senior Fiscal Assistant, step E). It is anticipated that Ms. Turner would work no more than 20 hours per week and that this assignment will likely conclude at the end of the fiscal year. Funds are currently available in the Probation Department's 234 budget unit.

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

OTHER AGENCY INVOLVEMENT:

Humboldt County Human Resources Department; CalPERS

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to decline staff's recommendation. In that case, the department would do its best to manage its duties and responsibilities; however, the department may experience a significantly hindered workflow and may not be able to meet various timelines and requirements if this additional support is not approved. This may jeopardize inter-agency relationships, the ability of Probation to perform all necessary functions, and to provide appropriate levels of services to the public.

ATTACHMENTS:

1. Resolution for exception to the 180-day wait period

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of March 27, 2018

RESOLUTION NO. 18-25

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT
CODE SECTIONS 7522.56 & 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 date; and

WHEREAS, Jayme Turner (Employee ID #T5485) is retiring from Humboldt County Probation Department in the position of Senior Fiscal Assistant, effective April 6, 2018; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after retirement date, which is October 3, 2018, 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 Humboldt County Probation Department and Jayme Turner certify that Jayme Turner 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 Jayme Turner as an extra help retired annuitant to perform duties of the Senior Fiscal Assistant for the Humboldt County Probation Department effective April 9, 2018; and

WHEREAS, the entire employment agreement, contract or appointment document between Jayme Turner and the Humboldt County Probation Department 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 the hourly rate; and

WHEREAS, the maximum base monthly salary for this position is \$3788.72 and the hourly equivalent is \$21.86, and the minimum base salary for this position is \$2952.50 and the hourly equivalent is \$17.03; and

WHEREAS, the hourly rate paid to Jayme Turner will be \$21.86, and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
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WHEREAS, Jayme Turner 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 RESOLVED that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Jayme Turner as described herein and detailed in the attached agenda item titled 'Employment of Temporary Retired Annuitant as Senior Fiscal Assistant in the Probation Department', is necessary to fill the critically needed position of Senior Fiscal Assistant for the Humboldt County Probation Department by April 9, 2018 because Jayme Turner has unique knowledge and skills related to fiscal operations of the Probation Department. Additionally, the incoming Senior Fiscal Assistant may not have familiarity with the Probation Department operations. This appointment will allow a brief period of support and instruction that will provide for uninterrupted operation of the department's personnel operation and a smooth transition for the new Senior Fiscal Assistant.

Dated: March 27, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

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

AYES:	Supervisors	Bohn, Sundberg, Bass, Wilson, Fennell
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 Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California