



COUNTY OF HUMBOLDT

For the meeting of: 11/2/2021

File #: 21-1538

To: Board of Supervisors

From: Assessor

Agenda Section: Departmental

SUBJECT:

Resolution for the Temporary Employment of Retired Annuitant as Executive Secretary for the Assessor's Office (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution authorizing an exception to the 180-day wait period of the California Public Employees Retirement System (CalPERS) for the employment of Janine Ross as a temporary retired annuitant Executive Secretary (class 0167, salary range 390, step E) with the Assessor's Office, as necessary to fill a critically needed position.

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Ms. Ross retired on Oct. 1, 2021. Prior to her retirement Ms. Ross had been responsible for performing specialized administrative functions of accounting, purchasing, and personnel. Upon her retirement, the Assessor's Office has sought to de-allocate the Executive Secretary position and allocate an Office Services Supervisor, due to the changing office practices that have occurred with all staff handling clerical functions personally. This re-allocation process has taken an extended period of time leaving this position vacant.

Due to the delay in hiring a replacement and the time needed to train staff to acquire a sufficient knowledge of the office procedures and county programs, Ms. Ross would be a valuable resource in completing needed tasks and training.

Therefore, the Assessor's Office requests approval of Ms. Ross as a temporary retired annuitant Executive Secretary to perform specialized administrative functions and training of staff. It is recommended that the Board of Supervisors resolve that Ms. Ross's employment is needed and to adopt the attached resolution authorizing an exception to the 180-day CalPERS wait period for employment as a temporary retired annuitant Executive Secretary (class 0167, salary range 390, step

E) with the Assessor's Office.

FINANCIAL IMPACT:

Ms. Ross will be hired as extra-help to her previous job class as an Executive Secretary (class 0167, salary range 390, step E) with a designated wage assignment of \$27.09 per hour. There is currently salary savings to cover this expense due to the vacant position and delay in recruitment for the new position. Funds for this position have been included in the Assessor's adopted budget (1100113) for fiscal year 2021-22.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to decline staff's recommendations. This is not recommended as it would leave the Assessor's Office unable to adequately perform specialized administrative functions and training of staff.

ATTACHMENTS:

Resolution for exception to the 180-day wait period for Janine Ross.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A