



AGENDA ITEM NO.
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COUNTY OF HUMBOLDT

For the meeting of: June 5, 2018

Date: May 09, 2018

To: Board of Supervisors

From: Shaun Brenneman, Interim Chief Probation Officer, SMB

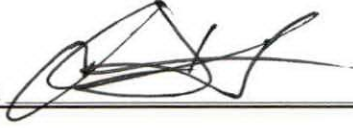
Subject: Resolution for the Employment of Temporary Retired Annuitant as Fiscal Services Supervisor at the Probation Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Jayme Turner as a temporary retired annuitant Fiscal Services Supervisor with the Humboldt County Probation Department is necessary to fill a critically needed position and provide training and support to new staff, 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: General Fund

Prepared By Elisha Hardison, Legal Office Business Manager CAO Approval 

REVIEW:	Auditor <u>CO</u>	County Counsel <u>JBB</u>	Personnel <u>WAB</u>	Risk Manager	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-9, I-5

Meeting of: January 9, 2018, March 27, 2018

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bohn Seconded by Supervisor Bass

Ayes Bass, Fennell, Sunaberg, Bohn, Wilson

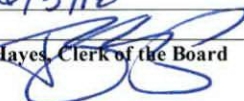
Nays

Abstain

Absent

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

Dated: 6/5/18

By: 

1 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 employees must submit to longer than average background processes as a law enforcement agency, which resulted in the new employee hired to fill this vacancy not starting until May 21, 2018. Due to the length of time required to complete a background check, Probation came back before your Board on March 27, 2018 to request that Jayme Turner be hired back as a temporary retired annuitant within the CalPERS 180-day wait period.

Since Ms. Turner retired on April 6, 2018, the demands placed on that unit have increased due to testing the new Executime and Advanced Scheduling payroll modules and proposed changes to purchasing processes such as the "req to check" process. As a result, Ms. Turner will be asked to provide management oversight of the new employee during her training period and aid in the implementation of the new procedures with the existing Senior Fiscal Assistant. The Probation department is before your Board today having reviewed the totality of the proposed job duties and is asking that Ms. Turner be hired again as a retired annuitant within the 180-day wait period, as a temporary retired annuitant Fiscal Services Supervisor. Due to the level of oversight she will be providing to the 2.0 full-time equivalent (FTE) Senior Fiscal Assistants, as well as the complexity of work, her duties fall well into the job description for Fiscal Services Supervisor.

Probation would like to hire Ms. Turner as a temporary "retired annuitant" Fiscal Services Supervisor to fill a critically needed Senior Fiscal Assistant position and provide training and guidance for new and existing staff. Probation 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 and training provided. Ms. Turner is uniquely qualified 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 \$25.26 (Fiscal Services Supervisor, step E). It is anticipated that Ms. Turner would work no more than 20 hours per week and that this assignment will likely conclude by the end of September 2018. Total cost for this assignment is not expected to exceed \$15,000. Funds are currently available in the Probation Department's 235 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 June 5, 2018

RESOLUTION NO. 18-54

**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 Fiscal Services Supervisor for the Humboldt County Probation Department effective June 18, 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 \$4378.33 and the hourly equivalent is \$25.26, and the minimum base salary for this position is \$3411.97 and the hourly equivalent is \$19.68; and

WHEREAS, the hourly rate paid to Jayme Turner will be \$25.26, and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
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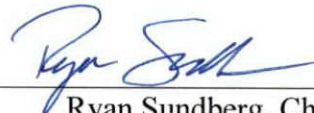
RESOLUTION NO. 18-54

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.

WHEREAS, upon adoption of this Resolution, the provisions of Resolution #18-25 related to the job classification and hourly rate for Jayme Turner shall be superseded.

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 Fiscal Services Supervisor in the Probation Department, is necessary to fill the critically needed position of Senior Fiscal Assistant for the Humboldt County Probation Department as well as provide training for the new Senior Fiscal Assistant and assist the department with the implementation of a new payroll system and fiscal year end close. Jayme Turner has unique knowledge and skills related to fiscal operations of the Probation Department. This appointment will allow a period of support and instruction that will provide for uninterrupted operation of the department's fiscal and payroll operations and a smooth transition for the new Senior Fiscal Assistant.

Dated: June 5, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

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

AYES:	Supervisors	Bohn, Sundberg, Fennell, Wilson, Bass
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