



COUNTY OF HUMBOLDT

For the meeting of: 6/8/2021

File #: 21-248

To: Board of Supervisors

From: Sheriff

Agenda Section: Departmental

SUBJECT:

Resolution for the Temporary Employment of Retired Annuitant as Senior Legal Office Assistant for the Sheriff's Office (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution authorizing an exception to the one hundred eighty (180) day wait period of the California Public Employees Retirement System (CALPERS) for the employment of Brenda Reynolds as a temporary retired annuitant Senior Legal Office Assistant (class 0168, salary range 353, step E) with the Sheriff's Office, as necessary to fill a critically needed position.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Ms. Reynolds retires on June 12, 2021. The recruitment for her replacement began on May 11, 2021 but is not expected to be completed in time for any overlap for training. Ms. Reynolds supports the Administrative Team at the Correctional Facility and is responsible for many critical administrative functions including timecard submission, supply ordering, social security reporting, and management of the Keefe system for tracking of inmate commissary, accounts, and distribution. Furthermore, she has taken on additional daily responsibilities that are known only to her and can be best taught by her to the next person. Examples of this include document and information retention, scheduling meetings, and overall assistance in managing the clerical responsibilities uniquely associated with supporting the Correctional Facility Administration. These are critical functions that need to continue to be performed until a replacement is found. Furthermore, Ms. Reynolds has over 30 years of experience with the department and it is critical that her knowledge be passed onto her replacement.

Therefore, the Sheriff's Office is requesting approval of Ms. Reynolds as a temporary retired annuitant Senior Legal Office Assistant to fill a critically needed position and that the Board of Supervisors resolve that Ms. Reynold's employment 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. Reynolds would be hired as extra-help in her existing job class as a Senior Legal Office Assistant (class 0168, salary range 353, step E) with a designated wage assignment of \$22.52 per hour. There will be benefit cost savings while recruitment continues, and the position is vacant as well as anticipated savings as the new candidate will likely be hired at the beginning of the salary scale versus Step E. These combined savings are anticipated to be sufficient to cover the cost of the extra-help assignment and training overlap.

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 Correctional Facility with reduced resources that could negatively impact its ability to provide required services to inmates.

ATTACHMENTS:

1 - Resolution for exception to the 180-day wait period for Brenda Reynolds

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A