



# COUNTY OF HUMBOLDT

For the meeting of: 11/16/2021

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File #: 21-1652

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**To:** Board of Supervisors

**From:** Probation

**Agenda Section:** Consent

**SUBJECT:**

Resolution for the Temporary Employment of Retired Annuitant as Senior Legal Office Assistant at the Humboldt County Probation Department (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 Pamala Johnson as a temporary retired annuitant Senior Legal Office Assistant with Humboldt County Probation Department (Class 0168, Range 353, Step E) is necessary to fill a critically needed position.

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

The Juvenile Division of the Humboldt County Probation Department (HCPD) has three clerical support positions: two Senior Legal Office Assistants (SLOA) and one Legal Office Assistant I/II (LOA I/II). At present, one of the SLOA positions is recently filled and the other is Pamala Johnson's position. The LOA I/II is currently vacant. HCPD is working with Humboldt County Human Resources to recruit for the vacant position however application rates are low at present in entry level jobs and HCPD requires an extensive background investigation for all staff due to being a law enforcement agency. These factors mean that the LOA I/II position will not be filled by the time Ms. Johnson leaves employment, resulting in a 66% vacancy rate within this unit. Due to the staff constraints on this unit, and Ms. Johnson's over 24 years of experience with HCPD, it is critical that Ms. Johnson return to the department as extra-help within the 180-day CalPERS wait period. Ms. Johnson will perform day-to-day clerical duties for the division as needed however the most important component of this assignment will be to provide training and oversight for the other SLOA who is very new to the role and training of the new LOA I/II.

**FINANCIAL IMPACT:**

Ms. Johnson will be hired as extra-help to her previous job class as Senior Legal Office Assistant (Class 0168, Range 353, Step E) with a designated wage assignment of \$22.52 per hour. There is currently salary savings to cover this expense due to vacant positions and delay in recruitment for the new position. Funds for this position have been included in the HCPD adopted budget (1100235) for fiscal year 2021-22 in extra help to cover the estimated expense of this assignment which should not exceed \$20,000 in the current fiscal year.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing community-appropriate levels of service and investing in county employees.

**OTHER AGENCY INVOLVEMENT:**

CalPERS

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board may elect not to approve this resolution waiving the 180-day wait period to enable Humboldt County Probation to hire Ms. Johnson back as extra help within fiscal year 2021-22, however this is not recommended. Without Ms. Johnson's assistance a great deal of institutional knowledge will be lost, and staffing will be at a low enough level that day-to-day operations could be put in jeopardy.

**ATTACHMENTS:**

1. Resolution for Exception to the 180-day Wait Period, GC Sections 7522.56 and 21224

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A