



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

I-3

For the meeting of: May 2, 2017

Date: April 18, 2017

To: Board of Supervisors

From: William Damiano, Chief Probation Officer

Subject: Employment of Temporary Retired Annuitant as Legal Office Services Manager at the Probation Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Page Ludtke as a temporary "retired annuitant" Legal Office Services Manager with the Probation Department (budget unit 1100-235) is necessary to fill a critically needed position and that Ms. Ludtke's employment as a temporary "retired annuitant" is needed before the CalPERS "180-day wait period" has expired.
2. Adopt the attached resolution for an exception to the 180-day wait period.

SOURCE OF FUNDING:

Probation budget unit 1100-235

DISCUSSION:

Legal Office Services Manager, Page Ludtke retired from county employment on April 28, 2017, after working approximately seven years at the Probation Department. As the Probation Department's Legal

Prepared By Mark Magladry, Legal Office Business Manager

CAO Approval

REVIEW:

Auditor

MSH

County Counsel

WAD

Personnel

DA

Risk Manager

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg

- Ayes Sundberg, Fennell, Bass, Bohn, Wilson
- Nays
- Abstain
- Absent

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

Dated: May 2, 2017

By: Kathy Hayes, Clerk of the Board

Office Services Manager, Ms. Ludtke served these functions:

- Prepare Probation Department personnel paperwork for the County's Human Resources Department.
- Act as liaison with County IT Department.
- Update tables and edit documents in the Probation Department's automated case management system, JAMS (Juvenile and Adult Management System).
- Issue agendas for Humboldt County Community Corrections Partnerships Executive and General Meetings and take minutes at these meetings.

The Probation Department has been unable to fill Ms. Ludtke's position since March 7, 2017, the date she submitted her resignation. Since there was no current recruitment list for a Legal Office Services Manager, the Human Resources Department began recruitment for a replacement on March 20, 2017. The closing date was set as April 11, 2017, with interviews scheduled during the week of April 24, 2017. Once Human Resources complete the recruitment process, Probation receive a list of qualified candidates in order to schedule interviews. After selecting a candidate, there will be an extensive law enforcement background check. The selected candidate is generally given two weeks to complete a background packet with an additional four weeks needed before results are returned from an investigator. Should this background investigation be successful, Probation can expect to have a new Legal Office Services Manager onboard by sometime in June.

The appointment of Ms. Ludtke is necessary to ensure that critically needed functions of the department continue and to prevent disruption of public business until such time as the position can be adequately filled. Additionally, the appointment would allow scheduling flexibility for staff vacations, sick and family sick leave, and for the training of the new hire. Ms. Ludtke is uniquely qualified as a Legal Office Services Manager to fill-in as needed for this vacancy without training or orientation.

The Probation Department is requesting approval of Page Ludtke as a temporary "retired annuitant" Legal Office Services Manager (Budget Unit 235) to fill a critically needed Legal Office Services Manager position and that the Board of Supervisors resolve that Ms. Ludtke'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.

FINANCIAL IMPACT:

Ms. Ludtke would be hired into an existing job class with a designated wage assignment equal to other county employees performing comparable duties. Under the 2015-2017 American Federation of State, County and Municipal Employees (AFSCME) contract, costs associated with this hire would not exceed \$3,100.00 plus benefits per pay period. Funds are currently available in the Probation Department's budget. 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.

ATTACHMENT:

Copy of proposed Resolution

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of May 2, 2017

RESOLUTION NO. 17-40

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GC 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 180 days has passed since her retirement date; and

WHEREAS, Page Ludtke (Employee ID #B4724) is retiring from Humboldt County Probation Department in the position of Legal Office Services Manager, effective April 28, 2017; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after retirement date, which is August 7, 2017, without 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 Page Ludtke certify that Page Ludtke 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 Page Ludtke as an extra help retired annuitant to perform duties of the Legal Office Services Manager for the Humboldt County Probation Department effective May 8, 2017; and

WHEREAS, the entire employment agreement, contract or appointment document between Page Ludtke 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 \$6,238.77 and the hourly equivalent is \$35.99, and the minimum base salary for this position is \$4,400.22 and the hourly equivalent is \$25.39; and

WHEREAS, the hourly rate paid to Page Ludtke will be \$35.99, and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA


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RESOLUTION NO. 17-40

WHEREAS, Page Ludtke 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 Page Ludtke as described herein and detailed in the attached agenda item titled 'Employment of Temporary Retired Annuitant as Legal Office Services Manager in the Probation Department,' is necessary to fill the critically needed position of Legal Office Services Manager for the Humboldt County Probation Department by May 8, 2017, because Page Ludtke has unique knowledge and skills related to personnel operations of the Probation Department. Additionally, the incoming Legal Office Services Manager 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 Legal Office Services Manager.

Dated: May 2, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors


Adopted on motion by Supervisor Wilson, seconded by Supervisor Sundberg, and the following vote:

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