



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2019

File #: 19-1757

To: Board of Supervisors

From: Probation

Agenda Section: Departmental

SUBJECT:

Resolution for the Employment of Temporary Retired Annuitant as Senior Legal Office Assistant at the Probation Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Tammy Robison as a temporary retired annuitant Senior Legal Office Assistant with the Humboldt County Probation Department is necessary to fill a critically needed position and provide training and support to new staff, and that Tammy Robison'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

DISCUSSION:

On Dec. 20, 2019, Tammy Robison will retire from her position as Senior Legal Office Assistant with the Adult Services Division of Humboldt County Probation, after over 29 years of service. The Senior Legal Office position comprises one of four positions within the highest-volume Probation Office. This position is responsible for: opening and closing case files, formatting probation orders, processing court minutes, end-of-month caseload statistics, entering information into California Law Enforcement Telecommunications System (CLETS), which requires security training and certification. Due to staffing challenges within this unit there is not a Legal Office Assistant II in that unit trained to take over these duties.

The recruitment for this position closed Dec. 2, 2019, however, Probation requires applicants to pass a law enforcement background which is an extensive process and can take up to 6-8 weeks before an applicant is cleared to start. Due to these staffing challenges, a replacement for Ms. Robison will not be in place at the time that she retires. For these reasons, and due to her unique experience and CLETS certification, Probation would like to hire Ms. Robison as a temporary "retired annuitant" Senior Legal

Office Assistant to fill a critically needed position and provide training and guidance for new and existing staff. Probation recommends that the Board of Supervisors resolve that Ms. Robison'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. Robison 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. Robison 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 \$22.19, (Senior Legal Office Assistant, step E). It is anticipated that Ms. Robison would work 20-40 hours per week and that this assignment will likely conclude by the end of April 2020. Total cost for this assignment is not expected to exceed \$15,000. Funds are currently available in the Probation Department's 235 budget unit. There will be no impact to the General Fund as a result of this action.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service Click here to type another item(s) from the Strategic Framework, or leave as a period.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The 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.

PREVIOUS ACTION/REFERRAL:

Board Order No.: Click or tap here to enter text.

Meeting of: Click or tap here to enter text.

File No.: Click or tap here to enter text.