



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

I2

For the meeting of: June 26, 2018

Date: June 5, 2018

To: Board of Supervisors

From: William F. Honsal, Sheriff

Subject: Temporary Employment of Retired Annuitant as Deputy Director - Sheriffs Administration and Temporary Overlap in the Sheriff's Office (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the employment of Norma Lorenzo as a temporary retired annuitant Deputy Director - Sheriffs Administration (class 0438, salary range 493, step E) with the Sheriff's Office, as necessary to fill a critically needed position and that Ms. Lorenzo'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 Resolution No. 18-67 (Attachment 1) for an exception to the 180-day wait period.
3. Approve an overlap for the position of Deputy Director Sheriff's Administration (class 0438, salary range 493, step E) with the incumbent employee for a period of two (2) pay periods, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required)

Prepared by [Signature]
William F. Honsal, Sheriff

CAO Approval [Signature]

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|---------|---------------|----------------------|---------------------------|--------------------------|
| REVIEW: | Auditor _____ | County Counsel _____ | Human Resources <u>AD</u> | Other <u>[Signature]</u> |
|---------|---------------|----------------------|---------------------------|--------------------------|

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 Fennell

Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bohn

Nays _____

Abstain _____

Absent Wilson

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

Dated: 6/26/18

By: [Signature]
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Deputy Director Sheriff's Administration Norma Lorenzo will retire on July 27, 2018. During Ms. Lorenzo's years with the Sheriff's Office she has created and managed budgets for thirteen budget units, handled year end close-out and thirty-four trust funds. Ms. Lorenzo also oversees approximately thirty civilian employees in the Sheriff's Office, as well as, managing projects such as the new computer-aided dispatch and records management system (CAD/RMS), the electronic timesheet project, concealed carry weapon permit process and others.

Recruitment to replace this vital position has been completed and a new Deputy Director will begin on July 1, 2018. In order to handle the fiscal year processes and provide training to the new Deputy Director, Ms. Lorenzo will provide training and support on through the month of July. Once retired, Ms. Lorenzo will remain for approximately 90 days on a part-time extra help basis to complete the department's special projects.

FINANCIAL IMPACT:

Ms. Lorenzo will remain in her existing job class as a Deputy Director (class 0438, salary range 493, step E) with a designated wage assignment of \$3,622 per pay period. The approximate cost per month for July 2018 is \$7,244. It is anticipated that Ms. Lorenzo would begin her part-time extra help assignment on August 13, 2018 and work no more than 960 hours total. Anticipated extra help costs will not exceed \$10,870 for FY 2018-19. Due to attribution and retirements, the Sheriff projects a salary savings in both FY 2017-18 and FY 2018-19 of approximately 5-8 percent. Salary savings will be sufficient to cover all costs for the temporary overlap in Deputy Director positions, as well as, the extra help part-time hours for Ms. Lorenzo.

This agenda item and recommended actions supports the Board's Strategic Framework by investing in County employees and providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the temporary retired annuitant Deputy Director and overlap of this position, however, this is not recommended as the Sheriff's Office would be unable to adequately provide training and continuation of services.

ATTACHMENTS:

Attachment 1

Resolution No. 18-67

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of June 26, 2018

RESOLUTION NO. 18-67

**RESOLUTION NO. 18-67 FOR EXCEPTION TO THE 180-DAY WAIT PERIOD
GOVERNMENT CODE SECTIONS 7522.56 AND 21224**

WHEREAS, in compliance with Government Code section 7522.56 the Humboldt County Board of Supervisors must provide California Public Employees Retirement System (CalPERS) this certification resolution when hiring a retiree before 180 days has passed since her retirement; and

WHEREAS, Norma Lorenzo (Employee ID #L0805) retires from the Humboldt County Sheriff's Office in the position as Deputy Director Sheriff's Administration, effective July 28, 2018; and

WHEREAS, Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is January 28, 2019, 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 Sheriff's Office and Norma Lorenzo certify that Norma Lorenzo 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 Norma Lorenzo as an extra help retired annuitant to perform the duties of the Administrative Services Manager for the Sheriff's Office under Government Code section 21224, effective July 29, 2018; and

WHEREAS, the entire employment agreement, contract or appointment document between Norma Lorenzo and the Sheriff's Office 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 an hourly rate; and

WHEREAS, the maximum base monthly salary for this salary for this position is \$7,847.61 and the hourly equivalent is \$45.27, and the minimum base monthly salary for this position is \$6,115.54 and the hourly equivalent is \$35.28; and

WHEREAS, the hourly rate paid to Norma Lorenzo will be \$45.27; and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of June 26, 2018

RESOLUTION NO. 18-67

WHEREAS, Norma Lorenzo 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 IT RESOLVED that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Norma Lorenzo as described herein and detailed in the attached agenda item titled "Temporary Employment of Retired Annuitant as Administrative Services Manager in the Sheriff's Office", is necessary to fill the criticality needed position of Administrative Services Manager for the Sheriff's Office by July 29, 2018 because Norma Lorenzo has unique knowledge and skills related to the county's financial and budgeting system and will be able to train new staff and complete vital projects

Dated: June 26, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

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

| | | |
|----------|-------------|-------------------------------|
| AYES: | Supervisors | Bohn, Sundberg, Fennell, Bass |
| NAYS: | Supervisors | -- |
| ABSENT: | Supervisors | Wilson |
| 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