



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**I-2**

For the meeting of: January 10, 2017

Date: December 30, 2016  
To: Board of Supervisors  
From: William Damiano, Chief Probation Officer  
Subject: Employment of Temporary Retired Annuitant as Senior Fiscal Assistant in the Probation Department

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Mary Porter as a temporary "retired annuitant" Senior Fiscal Assistant with the Probation Department (budget unit 1100235) is necessary to fill a critically needed position and that Ms. Porter's employment as a temporary "retired annuitant" is needed before the CalPERS "180-day wait period" has expired.
2. Adopt the attach resolution for an exception to the 180-day wait period.

### SOURCE OF FUNDING:

Probation Department Budget Unit 235

### DISCUSSION:

Senior Fiscal Assistant, Mary Porter retired from county employment on January 6, 2017 with over seven years of experience working with the Probation Department. In the small two-person Probation

Prepared By Mark Magladry, Interim Legal Office Business Manager

CAO Approval Chester D. Hunsell

#### REVIEW:

Auditor MBM County Counsel NAM Personnel Def. 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 Bohn 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: Jan. 10, 2017

By: Kathy Hayes  
Kathy Hayes, Clerk of the Board

Department Fiscal Office, she has shared the handling of all fiscal needs of the department. The functions of the Senior Fiscal Assistant include:

- Completing County Payroll, including for the Probation Department's two 24-hour facilities, Juvenile Hall and the Regional Facility.
- Monitoring department's Accounts Payable and Account Receivable activity.
- Reconciling Daily Activity Registers.
- Tracking and making claims and reports for School Nutrition reimbursements for the Department facilities.
- Tracking Special Funds and Foster Care Reimbursements,
- Making travel arrangements and reservations for staff.
- Ordering stock of office supplies and office equipment.
- Assisting in budget monitoring.

Ms. Porter submitted her letter of resignation on August 8, 2016. The Probation Department requested a list of qualified Senior Fiscal Assistant candidates from the Human Resources on August 23, 2016. Human Resources reported there were too few qualified names left on existing eligibility list and that a new recruitment would need to be opened.

The new recruitment for Senior Fiscal Assistant closed September 26, 2016 and testing took place October 14, 2016. Probation obtained the list of qualified candidates on October 25, 2016 and interviews began on November 3, 2016. On November 18, 2016, interviews were completed and a replacement selection was made. Candidates go through an extensive law enforcement background process in order to be hired. The last non-sworn position investigation hired by Probation Department took more than a month to conclude. Also upon completion of the background investigation, the candidate will likely give a two-week notice to his current employer. Should the background investigation for the replacement be successful, the earliest that Probation can expect to have the new staff member onboard would be by the end of January.

The appointment of Ms. Porter is necessary to ensure that critically needed fiscal functions of the Probation Department continue and to prevent disruption of public business until such time as the position is filled. Ms. Porter is uniquely qualified as a Senior Fiscal Assistant to fill-in as needed for this vacancy without any training or orientation. In addition, this appointment will allow a brief period of support and instruction for the new Senior Fiscal Assistant.

The Probation Department is requesting approval of Ms. Porter as a temporary "retired annuitant" Senior Fiscal Assistant (Budget Unit 235) to fill this critically necessary position and that the Board of Supervisors resolve that Ms. Porter'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 is also needed to comply with CalPERS requirements for an exception to the 180-day wait period for post-requirement employment.

#### FINANCIAL IMPACT:

Ms. Porter 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 \$1,049.03 per pay period plus benefits. Funding for this assignment is 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 service.

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 Probation Department would do its best to manage its fiscal duties and responsibilities. However, the department could experience a significant slowed workflow with only half of the office's fiscal support unit and maybe unable to meet many timelines and requirements if this request for additional support is not approved. This could jeopardize inter-agency relationships, the ability of the Probation Department to perform all necessary work, and to provide appropriate levels of service to the public.

ATTACHMENT:

Resolution

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of January 10, 2017

RESOLUTION NO. 17-08

**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**, Mary Porter (Employee ID #9103) is retiring from Humboldt County Probation Department in the position of Senior Fiscal Assistant, effective January 6, 2017; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after retirement date, which is July 5, 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 Mary Porter certify that Mary Porter 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 Mary Porter as an extra help retired annuitant to perform duties of the Senior Fiscal Assistant for the Humboldt County Probation Department effective January 30, 2017; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Mary Porter 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 \$3,788.72 and the hourly equivalent is \$21.86, and the minimum base salary for this position is \$2,952.50 and the hourly equivalent is \$17.03; and

**WHEREAS**, the hourly rate paid to Mary Porter will be \$21.86, and

**WHEREAS**, Mary Porter 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 Mary Porter as described herein and detailed in the attached agenda item titled 'Employment of Temporary Retired Annuitant as Senior Fiscal Assistant in the Probation Department,' is necessary to fill the critically needed position of Senior Fiscal Assistant for the Humboldt County Probation Department by January 16, 2017, because Mary Porter has unique knowledge and skills related to the fiscal operations of the


**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

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**RESOLUTION NO. 17-08**

Probation Department. Additionally, the incoming Senior Fiscal Assistant 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 fiscal operation and a smooth transition for the new Senior Fiscal Assistant.

Dated: January 10, 2017

  
\_\_\_\_\_  
VIRGINIA BASS, Chair  
Humboldt County Board of Supervisors


Adopted on motion by Supervisor Bohn, 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





**COUNTY OF HUMBOLDT**  
invites applications for the position of:

## **Senior Fiscal Assistant**

**SALARY:** \$16.70 - \$21.43 Hourly  
\$2,894.18 - \$3,713.88 Monthly  
\$34,730.16 - \$44,566.56 Annually

**OPENING DATE:** 08/30/16

**CLOSING DATE:** 09/26/16 11:59 PM

**DEFINITION:**

**For applicants living outside of Humboldt County, CA, please click here for important information.**

Under general supervision, assigns, directs and reviews the work of a small fiscal and/or general office staff; provides difficult or specialized fiscal, financial, statistical and accounting office support to various County offices; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is either the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work, or the specialist level which performs difficult, technical, complex and specialized fiscal support duties, but does not have ongoing lead responsibilities. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not normally assigned to this level and the number of employees for which direction is provided is limited. This class is distinguished from Fiscal Services Supervisor in that the latter is the first full supervisory level in this series.

**EXAMPLES OF DUTIES:**

- Provides lead direction, training and work review to a small fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Performs difficult or complex accounting or financial office support work and assists with special projects as assigned.
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data.
- Reviews or prepares complex time reports; calculates complex differential, premium and shift pay rates; reviews or prepares personnel transactions, benefits processing and related reports; provides benefits and payroll information to employees.
- Audits and verifies various information, including source data as well as manual and computer-produced reports.
- Reviews and audits changes to County tax rolls; updates and balances County tax rolls; calculates payments due on bonds and special assessments.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Provides information to the public or to County staff that requires the use of judgment and the

interpretation of policies, rules or procedures.

- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment.

### **QUALIFICATIONS:**

#### Knowledge of:

Basic supervisory principles and practices.

Office administrative practices and procedures, including filing and the operation of standard office equipment.

Fiscal document processing and record keeping, bookkeeping and basic governmental accounting principles and practices.

Basic auditing principles and practices.

Basic business data processing principles and the use of personal or on-line computer equipment.

Business arithmetic.

Policies and procedures related to the department or functional area to which assigned.

Correct English usage and the standard format for typed materials.

#### Skill in:

Planning, assigning, directing and reviewing the work of others.

Training others in work procedures.

Analyzing and resolving varied fiscal office administrative problems.

Preparing, maintaining and reconciling various fiscal, accounting, payroll, personnel, statistical and numerical records.

Performing detailed fiscal office support work accurately.

Organizing, prioritizing and coordinating work activities.

Operating standard office equipment including a calculator and computer terminal.

Making accurate arithmetic calculations.

Using initiative and sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Typing with sufficient skill to complete forms and enter information into a computer system.

#### Other Requirements:

Specified positions may require possession of a valid California driver's license.

#### Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

One year of fiscal support experience at a level equivalent to the County's class of Fiscal Assistant II.

### **ADDITIONAL INFORMATION:**

#### **CalPERS Retirement**

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

#### **Selection Procedure**

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**



**Policy of Nondiscrimination**

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

**How to Apply**

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

To fill a vacancy, Human Resources furnishes the employing department with the names of those persons having the six highest scores on the appropriate employment list. Employment lists will remain valid for one year unless extended or shortened by the Board of Supervisors.

**MEDICAL EXAMINATION:** A pre-employment medical examination provided by the County will be required upon offer of employment.

**OTHER EXAMINATIONS:** Some positions also require psychological evaluation and/or extensive background investigation.

**LICENSES:** Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

**PROBATIONARY PERIOD:** Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

**EMPLOYMENT ELIGIBILITY:** It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as



soon as possible.

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

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EEOC:

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.humboldt.gov/hr>

Position #2016-503  
SENIOR FISCAL ASSISTANT  
BP

825 5th Street, Room 100  
Eureka, CA 95501  
707-476-2349

[personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us)

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### **Senior Fiscal Assistant Supplemental Questionnaire**

- \* 1. Briefly in detail, give an example of a complex fiscal or accounting project that you have performed with limited supervision.
  
- \* 2. Please describe your experience directing the work of other employees. Be sure to indicate the number of employees, the type of work they performed and your specific responsibility.
  
- 3. Optional: List any other training, education or experience that you have that you feel qualifies you for the position of Senior Fiscal Assistant.

\* Required Question