COUNTY OF HUMBOLDT

Legislation Details (With Text)

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File created:	1/9/2024	**In control:**	Public Works	
On agenda:	1/23/2024	**Final action:**	1/23/2024	
Title:	Resolution for the Temporary Employment of Retired Annuitant as Executive Secretary with the Humboldt County Public Works Department (4/5 Vote Required)			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	1. Staff Report, 2. Resolution, 3. Resolution No. 24-9.pdf			

Date	Ver.	Action By	Action	Result
1/23/2024	1	Board of Supervisors	approved	Pass

To: Board of Supervisors

From: Public Works

Agenda Section: Departmental

Vote Requirement: 4/5th

SUBJECT:
Resolution for the Temporary Employment of Retired Annuitant as Executive Secretary with the Humboldt County Public Works 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); and
2. Approve the employment of Brooke Epperly as a temporary retired annuitant Executive Secretary (class 0167, salary range 418, step E) with the Humboldt County Public Works Department, to provide continuity of services while Public Works fills this critically needed permanent position (4/5 vote required).

SOURCE OF FUNDING:
Roads (1200320)

DISCUSSION:
On Jan. 26, 2024, Brooke Epperly will retire from the position of Executive Secretary with Public

Works after almost 18 years. The position is one (1) of only two (2) confidential positions within Public Works. The Executive Secretary reports directly to the Director and is a vital role in the Public Works Department, with a heavy workload, especially in the area of personnel. A recruitment was run, but unfortunately it was not successful. Public Works plans to do a new recruitment, in the meantime, work needs to be completed for the department and someone will be needed to train the new employee.

Brooke Epperly is willing to continue to work for Public Works in an extra-help capacity to assist during the transitional period to ensure continuity of services to the department and the public.

The Humboldt County Public Works Department recommends that the Board of Supervisors adopt the attached resolution authorizing an exception to the 180-day wait period of the California Public Employees Retirement System, as required by California Government Code Section 7522.56(f)(1), for Ms. Epperly's employment as a temporary retired annuitant Executive Secretary (class 0167, salary range 418, step E) with the Humboldt County Public Works Department.

FINANCIAL IMPACT:
Narrative Explanation of Financial Impact:
The estimated annual salary and benefit cost for the Executive Secretary at step E is $107,495 for fiscal year 2023-24 and has been budgeted in 1200320- Roads Administration budget. The anticipated financial impact of this extra help assignment will be absorbed in Roads Administration 320 budget unit through salary savings.

STAFFING IMPACT:
Narrative Explanation of Staffing Impact:
There is no staffing impact to the Public Works Department's full time equivalent (FTE) and will not change staffing allocations.

STRATEGIC FRAMEWORK:
This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure
New Initiatives: N/A
Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:
Humboldt County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose not to approve the proposal. This is not recommended as the proposal is designed to provide a smooth transition in the delivery of Public Works services to staff and the public and ensure the success of the incoming Executive Secretary.

ATTACHMENTS:
1. Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: N/A
File No.: N/A