COUNTY OF HUMBOLDT

For the meeting of: 7/23/2024

File #: 24-1052

To: Board of Supervisors

From: Probation

Agenda Section: Departmental

Vote Requirement: 4/5th

SUBJECT:
Resolution for Exception to the 180-Day Wait Period due to the Temporary Employment of Retired Annuitant as Extra Help Senior Legal Office Assistant (4/5ths vote required)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve the post-retirement extra-help employment of Diane Ratterman as Extra Help Senior Legal Office Assistant (class 0168, salary range 377, step E) (4/5ths vote required)

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:
Diane Ratterman, Senior Legal Office Assistant retired from employment on July 19, 2024, after over 28 years of service with Humboldt County. The Probation Department has recently faced a critical shortage of Legal Office Assistant I/II positions and due to retirements and promotions, has also recently lost both Senior Legal Office Assistants leaving no long-term knowledge staff in the Adult Clerical unit. Probation has worked hard to promote these recruitments and thus far has been able to bring on a new staff, all of which have started in June or July Due to this staffing crisis and due to the training needs that will arise, Ms. Ratterman would be providing a valuable service by returning in the form of an extra-help employee and providing workload support as well as training to new staff. It is anticipated that this service will be for a limited duration, ending on June 30, 2025.

The requested approval of Ms. Ratterman as a temporary retired annuitant extra-help Senior Legal Office Assistant to fill a critically needed position in Humboldt County Probation requires that the Board of Supervisors resolve that Diane Ratterman's employment is needed and authorize an exception to the California Public Employees Retirement System 180-day wait period (California Government Code Section 7522.6(f)(1)). Adoption of the attached resolution will satisfy the requirements for an exception to the 180-day wait period for post-retirement employment.

SOURCE OF FUNDING:
Probation Department - 1100-235-1400

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected*	FY25-26 Projected*
Budgeted Expenses	N/A	$20,000	0
Additional Appropriation Requested			0
Total Expenditures		$20,000	0

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	FY23-24	FY24-25 Projected*	FY25-26 Projected*
General Fund	N/A	$20,000	0
State/Federal Funds			0
Fees/Other			0
Use of Fund Balance			0
Contingencies			0
Total Funding Sources		$20,000	0

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
The anticipated financial impact of this extra-help assignment should not exceed $20,000 and will be absorbed into the Probation Department's 235 budget unit through extra help allocations and/or salary savings. There is no need for a supplemental budget and there will be no net impact to the general fund.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
N/A				

Narrative Explanation of Staffing Impact:
There is no staffing impact. This is an extra help position and was budgeted for in the adopted budget.

OTHER AGENCY INVOLVEMENT:
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Your Board may opt not to approve; however, this is not recommended as it would result in a critical shortage of clerical support in Humboldt County Probation's highest volume office and would impact the Probation Department's ability to meet critical Superior Court deadlines.

ATTACHMENTS:
1. Resolution for Exception to the CalPERS 180-Day Wait Period
2. Government Code Section 7522.56
3. Government Code Section 21224

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A