



County of El Dorado
OFFICE OF AUDITOR-CONTROLLER

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

JOE HARN, CPA
Auditor-Controller

Tsung-Kuei Hsu
Assistant Auditor-Controller

March 15, 2023

Board of Supervisors
330 Fair Lane
Placerville, California 95667

Subject: Retired Annuitant Hiring

Ladies and Gentlemen:

Recommendation

Auditor-Controller's Office recommending the Board of Supervisors consider the following:

- 1) Waive the 180-day waiting period for extra help employment of CalPERS retired annuitants to fill critically needed position within the Auditor's Office; and
- 2) Authorize the appointment of Gloria Berry as an extra help Sr. Administrative Analyst, effective 04/01/2023;
- 3) Authorize the appointment of Connie Tover as an extra help Accountant I, effective 04/01/2023; and
- 4) Authorize an exception to Personnel Rule 604.3 to hire all annuitants at Step 5.

Reason for Recommendation

The Auditor-Controller's Office would like to appoint Gloria Berry as an extra help Sr. Administrative Analyst for the County of El Dorado by 4/1/2023. At the end of 2022, the Accounts Payable Division of the Auditor-Controller's Office had 4 key employees retire losing a combined 81 years of experience. When these employee's retired, due to other staffing changes and challenges with recruitments, the Unit was left with only 4 employees out of 14.5 have been working in this Unit with a year of experience. Assistance in training newer employees along with oversight of AP documents to maintain integrity of work is critical. Gloria Berry supervised this Unit for years and her position is needed to assist with staff training and preparation for fiscal year end.

The Auditor-Controller's Office would like to appoint Connie Tover as an extra help Accountant I for the County of El Dorado by 4/1/2023. At the end of 2022, the Accounts Payable (AP) Division of the Auditor-Controller's Office underwent significant staffing changes leaving AP with very limited experience to process documents timely. At the beginning of 2023, AP's number of documents requiring review had exceeded an increase of 200%. Assistance in catching up on the processing of AP documents is critical, otherwise there is a high risk of delays for year-end close. Connie Tover worked for AP reviewing documents for 15 years and has the specific skill set needed to accomplish this.

Connie Tover's last day of employment was 12/02/2022; Gloria Berry's last day of employment was 12/30/2022. By state law, CalPERS retirees are required to wait 180 days before returning to work in an extra help capacity with a PERS agency; however, the waiting period can be waived by the governing body of the agency, who must certify the nature of the employment and that the appointment is necessary to fill a critically needed position sooner than 180 days. The appointment must be passed by

resolution by the governing body in a public meeting, and must be approved as an action item, rather than on a consent calendar.

Fiscal Impact

Estimated maximum cost for FY 2022-23, taking into account there is a maximum of 960 hours per fiscal year is as follows:

Gloria Berry: \$45,000.

Connie Tover: \$27,000

The costs of this position would be absorbed in the current Auditor's Office 2022/2023 salaries and benefits budget and funded with vacancy savings.

Action to be Taken Following Approval

Upon Board adoption and approval, please provide a copy of the executed Resolution to Michael Reddin in Human Resources and Sonja Cook at the Auditor-Controller's Office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Hahn".

Joe Hahn
Auditor-Controller