



Legislation Details (With Text)

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File created: 11/17/2022 **In control:** Board of Supervisors

On agenda: 4/4/2023 **Final action:** 4/4/2023

Title: 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;
 2) Approve and authorize the Chair to sign Resolution 054-2023 authorizing the appointment of Gloria Berry as an extra help Sr. Administrative Analyst, effective 04/05/2023;
 3) Approve and authorize the Chair to sign Resolution 055-2023 authorizing the appointment of Connie Tover as an extra help Accountant I, effective 04/05/2023; and
 4) Authorize an exception to Personnel Rule 604.5 to hire all annuitants at Step 5.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Ret Annuitant Ltr_signed, 2. B - Ret Annuitant Reso G Berry.pdf, 3. C - Ret Annuitant Reso C Tover.pdf, 4. D - Ret Annuitant Blue Route.pdf, 5. Executed Resolution 054-2023, 6. Executed Resolution 055-2023

Date	Ver.	Action By	Action	Result
4/4/2023	1	Board of Supervisors	Approved	Pass

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;
 2) Approve and authorize the Chair to sign Resolution **054-2023** authorizing the appointment of Gloria Berry as an extra help Sr. Administrative Analyst, effective 04/05/2023;
 3) Approve and authorize the Chair to sign Resolution **055-2023** authorizing the appointment of Connie Tover as an extra help Accountant I, effective 04/05/2023; and
 4) Authorize an exception to Personnel Rule 604.5 to hire all annuitants at Step 5.

FUNDING: N/A

DISCUSSION / BACKGROUND

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.

It should be noted that the attached letter from the Auditor-Controller references a start date of April 1, 2023 and makes reference to Personnel Rule 604.3. As stated in the title above and the attached resolutions, the effective date of this action will be April 5, 2023, and the correct reference to the advanced step placement authority is Personnel Rule 604.5.

ALTERNATIVES

The Board could choose not to appoint these annuitants, which would have a negative impact on the ability of the Auditor's Office to train employees and close the County's books on time.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel drafted the Resolutions.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL 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.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide copies of the executed Resolutions to Sonja Cook at the Auditor-Controller's Office.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Auditor-Controller Joe Harn