



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff-Coroner
Department No.: 032
For Agenda Of: April 2, 2024
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Sheriff's Office Sheriff Bill Brown (805) 681-4290
Contact Info: Melissa Macias, HR Manager (805) 681-4280
SUBJECT: Approve Extra Help Services and Retirement Waiver for Sheriff's Office

County Counsel Concurrence

As to form: Yes

Other Concurrence: **Human Resources**

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of County employee Jill Steinmetz, Communications Dispatcher, is necessary to fill a critical need in the Sheriff's Office before 180 days have passed from her date of retirement; and
- b) Approve and authorize the Sheriff's Office to appoint retired employee, Jill Steinmetz, as an Extra Help employee to assist with critical dispatch staffing on a part-time basis not to exceed 960 hours of annual service with an appointment effective date of April 1, 2024; and
- c) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because they consist of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

The purpose of this item is to request that your Board certify that there is a critical need to allow the Sheriff's Office to hire anticipated retiree Communications Dispatcher Jill Steinmetz, as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Steinmetz will retire effective March 31, 2024, as a Communications Dispatcher. Although Ms. Steinmetz notified the Sheriff's Office

about a month before her anticipated retirement, the Sheriff's Office has five (5) Communications Dispatcher vacancies. Background checks for newly hired employees take approximately two to three months and an additional year to train a new dispatcher. The Dispatch Center is currently understaffed, and dispatchers are working 16 hours of mandatory overtime per pay period (plus 2 extra 12-hour mandatory shifts over four months). Any new vacancies resulting from separations or retirements will cause an increase workload among current dispatchers. Additionally, Peace Officer Standards and Training (POST) requires a new background check for anyone who has been separated from the position for more than 180 days.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: It is anticipated that Ms. Steinmetz will provide dispatch services up to 960 hours to assist with staffing vacancies. In accordance with California Government Code section 7522.56(d), Ms. Steinmetz will perform her work at a salary rate that does not exceed the maximum authorized in the County's salary table for Communications Dispatcher. The EXH position cost will be covered by existing budgeted funds and will not result in an increase to the department's General Fund contribution.

Special Instructions:

Please return one (1) copy of the minute order to the Sheriff's Business Office at finance@sbsheriff.org.

Attachments:

Attachment A: SBCERS Certification – Post-Retirement Employment of SBCERS Retiree

Authored by:

Melissa Macias, HR Manager, Sheriff's Office