



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: Human Resources
Department No.: 064
For Agenda Of: July 17, 2018
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Lori Gentles, Human Resources Director, 805-568-2817
Director(s)
Contact Info: Joe Pisano, Interim Employee Relations Chief, 805-568-2839
SUBJECT: Approve Extra Help Services and Retirement Waiver for the Human Resources Department

County Counsel Concurrence

As to form: Yes

Other:

Approved: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Carrie Topliffe is necessary to fill a critical need in the Human Resources Department before 180 days have passed from her date of retirement;
- b) Approve and authorize the Human Resources Department to appoint retired employee Carrie Topliffe as an Extra Help employee, effective July 18, 2018, to provide project management on a part time basis not to exceed 960 hours of annual service; and
- c) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because it consists of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

Andreas Pyper retired as the Assistant Human Resources Director from the Human Resources Department on July 15, 2018. He was leading two major projects of county wide significance, that were authorized the by Board of Supervisors, as part of the Renew 2022 initiative, during the Fiscal Year 18/19 Budget Workshops. These projects are a) the revamp and redesign of the County's Civil Services Rules, and b) the Centralization and Consolidation of Core Human Resources functions. These projects are complex, sensitive and require a high level of political acumen, and the Human Resource Director requires the assistance of a project manager with the ability to build consensus, create an inclusionary

process, has a global perspective of county practices and strong interpersonal skills. As a retired Department Head, with an exemplary track record, Ms. Topliffe has shown to have these skills, an in-depth knowledge of the County, its systems, the stakeholders and extensive experience in project management. Her continued services, on a part-time basis, for a period of approximately six months is therefore essential in ensuring continuity of these projects, and that they are driven to completion.

As Ms. Topliffe retired on June 1, 2018 her appointment and compensation of \$64/h is within the Enterprise Leader job class salary range and level and will conform to all requirements of Government Code Section 7522.56.

Performance Measure: N/A

Contract Renewals and Performance Outcomes: N/A

Fiscal and Facilities Impacts:

Budgeted: Yes Salary savings from the vacancy will be used to offset the costs of hiring Ms. Topliffe as extra-help.

Key Contract Risks: N/A

Staffing Impacts: None.

Special Instructions: Please forward a signed copy of the minute order to James Kyriacos in Human Resources.

Attachments: None.

Authored by: Andreas Pyper, Human Resources

cc: