



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: General Services
Department No.: 063
For Agenda Of: July 2, 2019
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Janette D. Pell, Director of General Services (805) 560-1011
Contact Info: Janette D. Pell, Director, General Services (805) 560-1011
SUBJECT: Extra Help Services and Retirement Waiver for the General Services Department

County Counsel Concurrence

As to form: Yes

CEO/Human Resources:

Approved: 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 retired County employee Kenneth R. Layman is necessary to fill a short-term critical need in the General Services Department for approximately three to six months before 180 days have passed from his date of retirement.
- b) Approve and authorize the General Services Department to appoint retired employee, Kenneth R. Layman, as an Extra Help employee to provide assistance with specialized services on a part time basis not to exceed 960 hours of annual service.
- c) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

Auditor-Controller Concurrence

As to form: N/A

Janette D. Pell

Summary Text:

Kenneth R. Layman has been with the County for almost 19 years as an EDP Office Automation Specialist II. This past year Mr. Layman has been under the supervision of the General Services Department. In May, Mr. Layman submitted his letter of intent to retire and his last day in pay status will be June 28, 2019. Mr. Layman has supported the CEO's office and the Board of Supervisors as well as being backup to the General Services Department EDP Office Automation Specialist II. Mr. Layman supports the Board of Supervisor's meetings by providing specialized IT related services to the Board of Supervisors during Board meetings. As a result, Mr. Layman is necessary to fill a critical need in the General Services Department for approximately three to six months while we conduct a recruitment to fill the position and train his replacement.

Fiscal Impacts:

It is anticipated that Mr. Layman will provide support at Board of Supervisors meetings up to 960 hours at his current salary rate, which does not exceed the maximum authorized in County's salary tables for EDP Office Automation Specialist II in accordance with California Government Code section 7522.56(d). This position will be funded with salary savings as the recruitment for Mr. Layman position continues.

Authored by:

Janette D. Pell, Director of the General Services Department