



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
Department No.: 032
For Agenda Of: July 16, 2019
Placement: Departmental
Estimated Time: 5 Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Sheriff's Office Bill Brown (Ext. 4290)
Contact Info Kenneth Callahan, Custody Lieutenant (Ext. 4047)
SUBJECT: Extra Help Services and Retirement Waiver for the Sheriff's Office

County Counsel Concurrence

As to form: Yes

Other Concurrence: CEO/Human Resources

Approved: Yes

Auditor-Controller Concurrence

As to form: N/A

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 Catherine Dorsey is necessary to fill a short-term critical need in the Sheriff's Office before the 6 months have passed from her date of retirement; and
- B.** Approve and authorize the Sheriff's Office to appoint retired employee, Catherine Dorsey as an Extra Help employee to provide training support on a part time bases not to exceed 960 hours of annual service; and
- 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.

Summary Text:

Catherine Dorsey has worked for the Sheriff's office for over 30 years and has served in her current capacity overseeing the budgeting and accounting of the inmate services unit for over 25 years. In early June she unexpectedly notified the Sheriff's Office of her intent to retire on July 14, 2019. Given the significant scope of her responsibilities as well as key role in the management of revenue contracts directly affecting the inmate welfare fund, a transition plan is necessary. The Sheriff's Office intends to reassign some of the duties associated with this position and reclassify this position to more adequately reflect the change in job duties and responsibilities which should result in costs savings to the county. There is insufficient time prior to her retirement for us to recruit and train her replacement, which may take three to six months.

Over the next few months, if approved, Ms. Dorsey will also be an instrumental part of evaluating and selecting a commissary vendor for the Sheriff's Office as the current contract is scheduled to expire August 31, 2019. This procurement is nearing the request for proposals stage and requires a team of experienced professionals to select the most qualified vendor. The Sheriff's Office requests that Ms. Dorsey be allowed to continue serving in her current job class as an extra help employee to facilitate the smooth transition of her responsibilities to another employee(s).

Fiscal Analysis:

It is anticipated that Ms. Dorsey will provide training and transition support services up to 960 hours as an Extra Help Business Specialist II salary rate that does not exceed the maximum authorized in the County's salary table for Business Specialist II in accordance with California Government Code section 7522.56(d). The salary savings of the position vacancy created by Ms. Dorsey's retirement will offset the Extra Help position cost.

Authored by: Kenneth Callahan, Custody Lieutenant