



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:** Auditor-Controller  
**Department No.:** 061  
**For Agenda Of:** April 4, 2023  
**Placement:** Departmental  
**Estimated Time:** 5 Minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Betsy M. Schaffer, CPA, CPFO  
Director: Auditor-Controller  
Contact Info: Brandi Cass, Payroll Division Chief (805) 568-2171  
**SUBJECT:** Approve Extra Help Service and Retirement Waiver for the Auditor-Controller's Office

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: SBCERS

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 retired County employee Barbara Zamora is necessary to fill a critical need in the Auditor-Controller's Office before 180 days have passed from the date of her retirement;
- b) Approve and authorize the Auditor-Controller to appoint retired employee Barbara Zamora as an extra help employee to provide assistance with payroll processing, not to exceed 960 hours of annual service, with an effective start date of April 3, 2023; and
- c) Determine 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:**

The purpose of this item is to request that your Board certify that there is a critical need to allow the Auditor-Controller to hire retired Financial Office Professional Barbara Zamora as an extra help employee before 180 days have passed from retirement. Ms. Zamora retired March 31, 2023, and her primary assignment is processing county payroll. Circumstances were such that Ms. Zamora was unable to provide sufficient lead time for the hiring and training of her replacement. Concurrently, the Payroll

Division is experiencing the retirement of another long-term employee and increasing staff demands as the HCM/Payroll phase of the Workday implementation project ramps up. As a leanly staffed division requiring unique subject matter expertise for Santa Barbara County Payroll, there are not any additional resources to accurately and timely process county payroll.

If approved, Ms. Zamora will support the Auditor-Controller's Office by primarily assisting with Payroll processing and other duties as assigned in accordance with Ms. Zamora's experience, including the training of her successor.

**Background:**

The Santa Barbara County Auditor-Controller Payroll Division provides paychecks every two weeks for all 4,590 Santa Barbara county employees.

Ms. Zamora has over 35 years of experience in the Auditor-Controller Department. Ms. Zamora has been a valuable member of the Auditor-Controller Payroll team and has contributed tremendously to the success of payroll processing.

Because of legal mandates, complicated tax and leave laws, and the short cycle time to process thousands of paychecks Ms. Zamora's extra help appointment will help to ensure our department can meet our bi-weekly obligations and continue to provide the high-quality service County employees expect. In addition, Ms. Zamora's knowledge and expertise in specialty payroll matters, such as paid family leave, short term disability, military leave, and payroll adjustments is required for the timely processing of payroll. Furthermore, Ms. Zamora's extra help appointment will help support the division as Phase II implementation of payroll in Workday intensifies. It is anticipated that Ms. Zamora will need to be in this role approximately six months to a year, for no more than 960 hours per fiscal year, to provide a smooth transition of her payroll knowledge and processes.

**Fiscal and Facilities Impacts:**

It is anticipated that Ms. Zamora will provide services up to 960 hours. In accordance with Government Code Section 7522.56(d), Ms. Zamora will work at a salary rate that does not exceed the maximum authorized in the County's salary table for a Financial Office Professional. This extra help position will be covered by existing budgeted funds.

**Authored by:** Brandi Cass, Payroll Division Chief