



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: Probation
Department No.: 022
For Agenda Of: May 21, 2019
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Tanja Heitman, Chief Probation Officer (805) 739-8537
Director(s)
Contact Info: Damon Fletcher, Administrative Deputy Director (805) 882-3564

SUBJECT: Extra Help Services and Retirement Waiver for the Probation Department

County Counsel Concurrence

As to form: Yes

Other Concurrence: CEO, Human Resources

As to form: 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 Debra Anderson is necessary to fill a short-term critical need in the Probation Department before the 6 months have passed from her date of retirement.
- B.** Approve and authorize the Probation Department to appoint retired employee, Debra Anderson, as an Extra Help employee to provide project support on a part time bases 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.

Summary Text:

Debra Anderson has worked with the Probation Department for over 30 years and has served in her current capacity overseeing clerical support services, facilities, vehicles, and equipment for over 24 years. In early May she notified the Department of her intent to retire May 31, 2019. Ms. Anderson is currently a key member of several capital project teams as well as the Department's eReception Renew 22 project. Given the significant scope of her responsibilities as well as her key role in a number of time

sensitive initiatives, a transition plan is needed but there is insufficient time to allow for this to occur as both a recruitment plan and background process will take several months. The Probation Department requires Ms. Anderson's continued service on these projects to complete or facilitate the transfer of responsibility to a replacement which requires a recruitment.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

It is anticipated that Ms. Anderson will provide project support and transition services up to 960 hours as an extra help Administrative Office Professional Expert salary rate that does not exceed the maximum authorized in the County's salary table for Administrative Office Professional Expert in accordance with California Government Code section 7522.56(d). The extra help position cost will be offset by the salary savings of maintaining the vacancy created by Ms. Anderson's retirement.

Staffing Impacts: None

Legal Positions:

0

FTEs:

0

Authored by: Damon Fletcher, Administrative Deputy Director