



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: Board of Supervisors,
5th District
Department No.: 011
For Agenda Of: June 9, 2014
Placement: Departmental
Estimated Tme: 5 minutes
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Supervisor Steve Lavagnino
Contact: Cory Bantilan x 2187

SUBJECT: Extra Help services for Board of Supervisors, 5th District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

CEO, Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- 1) In accordance with California Government Code Section 7522.6, certify that the appointment of a retiring County employee is necessary to fill a critically needed position before 180 days has passed from the date of retirement and approve the appointment of retiring Sandra Agalos, Board Administrative Assistant to a part time, extra help position, limited to 960 hours of service in a calendar or fiscal year; and
- 2) 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:

The staffing of the 5th District Board Office is limited and staff perform unique and specialized activities for the Office. Retiring employee, Sandra Agalos, possesses specialized and critical knowledge that will need to be transferred to the person who is ultimately hired to fill her position which was vacated on June 6, 2014. Among the knowledge she alone possesses is the expertise needed to coordinate and execute the annual Veteran's Stand Down event in October of each year. Given the planning and coordination involved, there is insufficient time to replace Ms. Agalos and arrange for knowledge transfer and cross-training before her retirement. The recommended action will allow the 5th District to

re-hire Ms. Agalos as an extra help employee to train her replacement, and support continued effective and efficient operations of the Office.

Background:

Sandra Agalos has been with the 5th District Board Office since January 2011. During that time, she has developed specialized and critical knowledge and skills related to her unique work assignments. In order for the Office to continue operating efficiently and effectively, it is necessary for her to be rehired as extra help in order to train her replacement.

Fiscal Impacts:

An estimated cost of \$8,002 (through December 2014) for the rehire of extra help will be funded within the operating budget of the 5th District.