

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

February 27, 2024

FROM

MICHAEL BOWERS, Director, Human Resources Department

SUBJECT

Extra Help Appointment of an Office Specialist as a Returning Retiree

RECOMMENDATION(S)

Approve the appointment of Christine Ricker, a returning retiree, before 180 days have passed, into an Extra Help Office Specialist position, due to the critical need in the benefits administration and training of the County's Flexible Spending Account and Dependent Care Assistance Plan programs, for the period of February 27, 2024 through September 6, 2024, at a compensation rate not to exceed \$52,109.

(Presenter: Michael Bowers, Director, 387-5570)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The total cost of the Extra Help appointment is estimated not to exceed \$52,109, based on a maximum of 960 hours of work each fiscal year in 2024-25 and 2025-26 at an hourly rate of \$26.92. Sufficient appropriation for this cost is included in the Human Resources Department (Department) 2023-24 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Christine Ricker was actively administering the County's Flexible Spending Account (FSA) and Dependent Care Assistance Plan (DCAP) programs up to the point of her retirement in January 2024. Her continued presence in the Office Specialist role is necessary to fill a critical position to maintain accurate and timely administration of the FSA and DCAP benefit programs until the position is filled and her replacement is trained. Ms. Ricker will be responsible for claims administration, payroll processing, and day-to-day customer service interactions with County employees. She will also be assisting with training and transitioning her replacement, anticipated to begin in March 2024, into this assignment, at least through the implementation of the new FSA plan year beginning July 27, 2024, and the end of the 2024 Benefits Open Enrollment Period.

Under the California Public Employees' Pension Reform Act of 2013, a retired person shall not be eligible to be employed for a period of 180 days following the date of retirement unless the employer certifies the nature of the employment, and that the appointment is necessary to fill a critically needed position before 180 days have passed. The Department certifies that approval

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of Ms. Ricker's appointment to an Extra Help position before 180 days has passed, is necessary to fill a critically needed position to ensure continuity of County employees benefit program administration, as there are no other staff fully trained to perform this assignment. The appointee shall not be scheduled to work, and shall not work, more than 960 hours for the fiscal year.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jose Mendoza, Deputy County Counsel, 387-5455) on February 14, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on February 14, 2024; Finance (Abigail Grant, Administrative Analyst, 387-4603) on February 13, 2024; and County Finance and Administration (Paloma Hernandez-Baker, Deputy Executive Officer, 387-5423) on February 15, 2024.

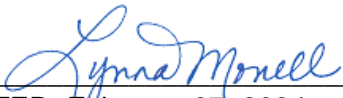
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Record of Action of the Board of Supervisors
San Bernardino County

OFF CALENDAR

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 27, 2024



cc: File - Human Resources
JLL 02/29/2024