



# Human Resources and Risk Management Professional/Retired Annuitant Classification

Personnel Committee Meeting  
November 10, 2021



# Human Resources Division Overview



- Administers District's human resources and risk management activities under Human Resources and Risk Manager direction as part of Business Services Department
- Division Staffing
  - One Human Resources and Risk Manager
  - One Human Resources Analyst II
- Human Resources and Risk Manager position will be vacant on December 18, 2021

# Human Resources Division

## Recent District Actions



- Initiated Human Resources and Risk Manager recruitment on October 8, 2021
- Implemented multiple contract services to assist with:
  - Recruitments
  - COVID-19 administration
  - Policies and procedures
  - Workload support
- Key Issue: Highlighted staffing vulnerabilities and need for additional resources for human resources and risk management to support effective organizational transition
- Staff is proposing creation of a new Human Resources and Risk Management Professional/Retired Annuitant (RA) position in response

# Human Resources and Risk Management Professional/RA Position



- District requires this new classification to:
  - Perform high-level human resources and risk management duties
  - Support organizational improvement through completion of special project initiatives
  - Review and update existing human resources and risk management policies and procedures
  - Provide human resources and risk management support for Human Resources Division staff
- Key Qualifications
  - Experienced, highly-technical human resources and risk management professional
  - Local government, public sector experience

# CalPERS Requirements for Hiring Retired Annuitants



- CalPERS allows for limited duration employment for specific purposes (labor resource, special projects)
- Specific conditions for employing an RA:
  - Hired into a designated RA position
  - 180-day waiting period after retirement date before returning to work for a CalPERS employer (suspended by Executive Order N-12-21 [9/13/21])
  - Compensation must be according to an established pay rate for a classification on the agency's salary schedule
  - Receives no other compensation or benefits; does not accrue service credit or any additional retirement rights or benefits
  - Limited to a maximum of 960 hours in a fiscal year (suspended by Executive Order N-12-21 [9/13/21])
  - Agency must adopt a resolution approving a job description and salary range for RA position

# Human Resources and Risk Management Professional/RA Position

- Staff has developed the proposed job description and associated salary range
  - Monthly Salary Range: \$11,633.02 - \$14,528.04 (equivalent to Human Resources and Risk Manager)
  - Revised District Salary Schedule reflects equivalent hourly rates
- Position is non-represented, exempt, limited duration classification and does not receive benefits (other than required by law)

# Recommendations

- Provide comments on the Human Resources and Risk Management Professional/RA classification, job description, and salary schedule
- Recommend considering adoption of a resolution to approve a job description and salary schedule at the November 17, 2021 Special Board Meeting