

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.26
(ID # 4454)

MEETING DATE:

Tuesday, June 20, 2017

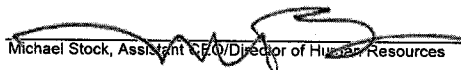
FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Adoption of Resolution No. 2017-125 for Exception to the 180-Day Wait Period for Peggy Behrens (Government Code Sections 7522.56 and 21224), All Districts. [Total Cost \$44,602] [Source of Funds - 100% RCIT - EAB ISF Fund]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution 2017-125 for Exception to the 180-Day Wait Period for Peggy Behrens in compliance with Government Code Sections 7522.56 and 21224 (Exhibit A);
2. Authorize the Chairperson to sign four (4) copies of the resolution; and
3. Direct the Clerk of the Board to retain one (1) copy of the signed resolution and return three (3) copies to Human Resources for distribution.

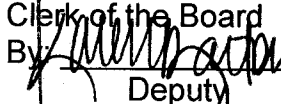
ACTION: Policy


Michael Stock, Assistant CEO/Director of Human Resources 6/6/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: June 20, 2017
xc: H.R.

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 44,602	\$44,602	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% RCIT – EAB ISF			Budget Adjustment: No	
			For Fiscal Year: 17/18	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In compliance with Government Code Section 7522.56, the County of Riverside is required to provide CalPERS with a certification and resolution when hiring a retiree before 180 days has elapsed since the retiree's retirement date. Government Code Section 7522.56 requires that a retiree's post-retirement employment cannot commence earlier than 180 days after the retirement date without a certification resolution.

Riverside County Information Technology requests to appoint retiree Peggy Behrens to work as a retired annuitant to perform the duties of a Business Process Analyst II (Job Code - 86111) for the Enterprise Applications Bureau under Government Code Section 21224. The employment period shall be limited to 960 hours per fiscal year and the compensation paid cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties. Additionally, the retiree will not receive any other benefits, incentives, compensation in lieu of benefits or any other form of compensation in addition to the hourly pay rate.

This appointment is necessary to meet the day-to-day demand for an experienced business process analyst to support the PeopleSoft system's time and labor processing function throughout the County. Ms. Behrens has been the PeopleSoft Time and Labor Module specialist since the implementation of the PeopleSoft HRMS in 2001. Ms. Behrens recently played a vital role as a time and labor subject matter expert during the implementation of Kronos for the Riverside University Health System. She was instrumental in assisting the department to achieve a successful deployment with Kronos.

Ms. Behrens' expertise is sought after by her peers and by stakeholder departments where time and labor functions are performed throughout the County. The wealth of knowledge and experience that she possesses in the area of time and labor is invaluable. The department is actively recruiting for a replacement for Ms. Behrens; however, her expertise is in demand while the recruitment and hiring activity are conducted for her replacement. A training and orientation period of the new staff member will also be necessary.

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Impact on Residents and Businesses

There is no direct impact on residents or businesses in the County of Riverside.

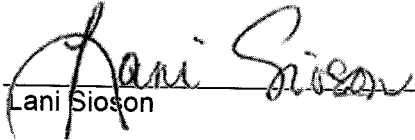
SUPPLEMENTAL:

Additional Fiscal Information

This position will be funded through the RCIT-EAP ISF Fund. There are sufficient appropriations in the FY 17/18 budget and no new County funds are required.

ATTACHMENTS:

ATTACHMENT A. Resolution 2017-125 for Exception to the 180-day Wait Period for Peggy Behrens (Government Code Sections 7522.56 and 21224).



Lani Sioson

6/13/2017



Gregory V. Priamos, Director County Counsel

6/13/2017



Dave Rogers, Interim CIO

6/8/2017



BUSINESS PROCESS ANALYST II

Class Code:
86111

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE
Established Date: Dec 1, 2002
Revision Date: Jan 26, 2009

SALARY RANGE

\$29.45 - \$46.46 Hourly
\$5,105.17 - \$8,053.01 Monthly
\$61,262.03 - \$96,636.18 Annually

CLASS CONCEPT:

Under direction, to perform the more complex analysis, design, development, maintenance and troubleshooting activities in support of Riverside County's enterprise Financial, Human Resources, or Human Services management systems; and to perform other duties as required.

This is the full journey and advanced working level in the Business Process Analyst series. Assignments include complex studies and projects requiring exacting research, analysis, unusual or original solutions, and interdepartmental or interagency relationships. Incumbents perform varied assignments including serving as specialists in highly technical areas with a high degree of independence and may serve as a functional team leader, whereas incumbents in the Business Process Analyst I class perform the full scope of assignments working under limited supervision.

REPRESENTATION UNIT:

SEIU - Professional

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Serves as business process resource on all matters involving the support, maintenance, enhancement, and upgrade of the County's integrated enterprise systems; provides functional support, analysis, and design specifications, as needed, to programming staff.
- Coordinates, participates, and may lead others in the design and evaluation of business processes required for the implementation of enterprise systems and upgrades; analyzes new components to determine if previously modified processes can be eliminated and/or if new release will also require modification; participates in system testing to ensure that the new release provides the expected results throughout the business cycle.
- Evaluates requirements and develops design specifications for new or modified business processes; evaluates existing county business process models to identify potential areas for automation and streamlining; designs and implements resulting automated processes.
- Analyzes labor relations proposals during the County's negotiation process and state and federal legislation to evaluate the ability to implement needed system changes; designs alternative, comparable counter-proposals needed for system compatibility.
- Coordinates with business process managers to adopt system changes needed for new/modified public programs and services; tests all changes prior to final implementation to ensure appropriate results.
- Coordinates with user departments on new/changed local ordinances and labor agreements, legislation, reporting, and regulations; reviews, analyzes, and tests all changes prior to final implementation to ensure appropriate results.
- Designs, implements, and maintains system set-up tables and parameters to ensure compliance with state and federal requirements; interprets and analyzes new or updated regulations to identify needed system changes.
- Identifies and resolves production problem areas and corrects system set-up when production errors are identified; works directly with vendors for resolution of underlying system program problems; searches corporate Web sites for posted resolutions and fixes to resolve identified problems; coordinates and prioritizes all jobs and may delegate workload among Business Process Analysts and Specialists.
- Works directly with vendors to resolve underlying system program problems; searches corporate Web sites for posted resolutions and fixes in resolving identified problems; coordinates workload to prioritize all jobs.
- Coordinates and implements system security; approves departmental requests for access to enterprise system; coordinates network security and installation requirements with the Information Technology Department.
- Maintains context-sensitive on-line help reference to reflect the most current structure within the system.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in public/business administration, human resources, finance, computer science, information systems, or a related field. (Additional qualifying experience in a functional support area may substitute for education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

AND

OPTION I:

Experience: Two years as a Business Process Analyst I with the County of Riverside;

OR OPTION II:

Experience: Five years of progressively responsible work which would demonstrate possession of the knowledge and abilities listed below.

Knowledge of: Principles and practices of financial, human resources, and/or other enterprise functions; project specifications development; application design; data modeling techniques; application of industry/corporate standards and conventions for systems analysis and quality assurance; installation, testing and migration process and techniques; quality and version control processes; use of packaged/off-the-shelf and third party application software, including office automation tools; positions in Social Services must also have knowledge of public assistance programs and C-IV application maintenance.

Ability to: Write/modify technical and user documentation; prepare flow process diagrams and other design graphics; use basic principles and practices and functional activities for the maintenance and enhancement of enterprise systems components; gather and analyze data; reason logically, draw valid conclusions, and make appropriate recommendations; speak and write effectively; read, interpret and apply laws, rules, regulations, standards, and procedures; establish and maintain effective working relationships with others and gain their cooperation.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

RESOLUTION NO. 2017-125

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF RIVERSIDE FOR EXCEPTION TO THE 180-DAY WAIT PERIOD FOR
PEGGY BEHRENS**

(Government Code Sections 7522.56 & 21224)

WHEREAS, in compliance with Government Code Section 7522.56 ("Section 7522.56") the County of Riverside must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Peggy Behrens CalPERS ID [REDACTED] retired from the Riverside County Information Technology Department in the position of Business Process Analyst II, effective June 2, 2017; and

WHEREAS, Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is November 30, 2017, without this certification resolution; and

WHEREAS, Section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Board of Supervisors, the County of Riverside and Peggy Behrens certify that Peggy Behrens has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Board of Supervisors hereby appoints Peggy Behrens as an extra help retired annuitant to perform the duties of the Business Process Analyst II for the County of Riverside under Government Code section 21224, effective July 6, 2017; and

WHEREAS, the entire employment agreement, contract or appointment document between Peggy Behrens and the County of Riverside has been reviewed by this body and is attached hereto; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$8,053.01 monthly and the hourly equivalent is \$46.46, and the minimum base salary for this position is \$5,105.17 monthly and the hourly equivalent is \$29.45; and

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WHEREAS, the hourly rate paid to Peggy Behrens will be \$46.46; and

WHEREAS, Peggy Behrens has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and


THEREFORE, BE IT RESOLVED THAT the Board of Supervisors hereby certifies the nature of the appointment of Peggy Behrens as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Business Process Analyst II for the County of Riverside by July 6, 2017, due to the necessity to meet the day to day demand for an experienced business process analyst to support the time and labor function throughout the County.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED, by the Board of Supervisors of the County of Riverside assembled in regular session on June 20, 2017, as follows:

1. The Board hereby finds and declares that the above recitals are true and correct.
2. The Board hereby designates John F. Tavaglione, Chair of the Board of Supervisors, to sign for and execute documents pertaining to Resolution No. 2017-125.

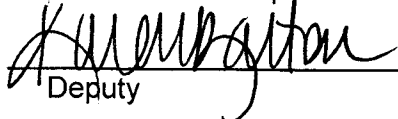
THIS RESOLUTION WAS PASSED by the Board of Supervisors of the County of Riverside at a regular meeting thereof on June 20, 2017, by the following vote:

AYES: Jeffries, Tavaglione, Washington, Perez and Ashley
 NAYS: None
 ABSENT: None

Signed: 
 Name: John F. Tavaglione
 Title: Chairman, Board of Supervisors
 Date: JUN 20 2017

ATTEST:

Kecia Harper-Ihem
Clerk of the Board of Supervisors

By: 
Deputy

County of Riverside Approvals of Resolution No. 2017-125

Approved as to form:

Signed: _____

Name: Gregory Priamos

Title: County Counsel

Date: _____

Approved:

Signed: _____

Name: Michael T. Stock

Title: Asst. County Executive Officer/Human Resources Director

Date: _____

Approved:

Signed: _____

Name: _____

Title: RCIT-Enterprise Applications Bureau

Date: _____

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By _____
Deputy