

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



ITEM  
3.76  
(ID # 4795)

**MEETING DATE:**

Tuesday, August 29, 2017


**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Adoption of Resolution No. 2017-148 for Exception to the 180-Day Wait Period for Paul McDonnell per Government Code Sections 7522.56 and 21224, All Districts. [Total Cost \$75,000] [Source of Funds - Executive Office Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt Resolution 2017-148 for exception to the 180-day wait period in compliance with Government Code Sections 7522.56 and 21224 (Attachment 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

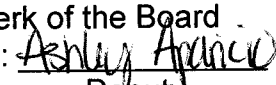
  
Michael Stock, Assistant CEO/ Director of Human Resources 7/13/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Perez and Ashley  
Nays: None  
Absent: Tavaglione  
Date: August 29, 2017  
xc: H.R.

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 75,000	\$0	\$ 75,000	\$0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0.00	\$ 0
<b>SOURCE OF FUNDS:</b> Executive Office Budget			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	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 and resolution.

The County Executive Office requests to appoint retiree Paul McDonnell to work as a retired annuitant to perform the duties of a Temporary – County Finance Director 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 during the transition and orientation of the successor to Mr. McDonnell's former role of Assistant CEO/County Finance Officer. During this transition period, Mr. McDonnell will be providing guidance in oversight of the County budget, financing capital improvements, providing support to the County Bond Debt Advisory Committee, County Asset Leasing Corporation (CORAL), various Joint-Powers Authorities of which the County is a member, and a variety of initiatives underway including the KPMG review.

The wealth of knowledge and experience that Mr. McDonnell possesses in the area of government finance is invaluable.

**Impact on Residents and Businesses**

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

**SUPPLEMENTAL:**

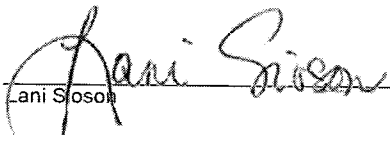

**Additional Fiscal Information**

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

This position will be funded through the Executive Office. There are sufficient appropriations in the FY 17/18 budget and no new County funds are required.

**ATTACHMENT A.**

**Resolution 2017-148 for Exception to the 180-day Wait Period for Paul McDonnell (Government Code Sections 7522.56 and 21224).**

  
Lani Soson 8/17/2017   
Gregory V. Priapio, Director County Counsel 7/19/2017

**RESOLUTION NO. 2017-148**

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

(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**, Paul McDonnell (CalPERS ID [REDACTED]) retired from the Riverside County Executive Office in the position of Assistant County Executive Officer – County Finance Officer, effective August 3, 2017; and

**WHEREAS**, Section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is January 30, 2018, 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 Paul McDonnell certify that Paul McDonnell has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the Board of Supervisors hereby appoints Paul McDonnell as an extra help retired annuitant to perform the duties of the Temporary – County Finance Director for the County of Riverside under Government Code section 21224, effective August 31, 2017; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Paul McDonnell 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

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**WHEREAS**, the maximum base salary for this position is \$21,696.86 monthly and the hourly equivalent is \$125.17, and the minimum base salary for this position is \$11,752.36 monthly and the hourly equivalent is \$67.80; and

**WHEREAS**, the hourly rate paid to Paul McDonnell will be \$125.17; and

**WHEREAS**, Paul McDonnell 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 Paul McDonnell 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 Temporary Consultant for the County of Riverside by August 31, 2017, due to the necessity to orient and ensure success of the newly appointed successor Assistant CEO/County Finance Officer. Mr. McDonnell has the expertise and experience in the area of government finance to provide guidance in the oversight of the County budget and financing capital improvements and provide support to the County Bond Debt Advisory Committee, County Asset Leasing Corporation (CORAL), various Joint-Powers Authorities of which the County is a member, and a variety of initiatives underway, including the KPMG review.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED**, by the Board of Supervisors of the County of Riverside assembled in regular session on August 29, 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. 2017-148.

**THIS RESOLUTION WAS PASSED** by the Board of Supervisors of the County of Riverside at a regular meeting thereof on August 29, 2017, by the following vote:

AYES: Jeffries, Washington, Perez and Ashley

NAYS: None

ABSENT: Tavaglione

Signed: 

Name: John F. Tavaglione

Title: Chairman, Board of Supervisors

Date: August 29, 2017

ATTEST:

Kecia Harper-Ihem  
Clerk of the Board of Supervisors

By:   
Deputy

County of Riverside Approvals of Resolution No. 2017-148

Approved as to form:

Signed:

Name: Gregory Priamos

Title: County Counsel

Date: 9-18-17

Approved:

Signed:

Name: Michael T. Stock

Title: Asst. County Executive Officer/Human Resources Director

Date: 9-19-2017

Approved:

Signed: \_\_\_\_\_

Name: George Johnson

Title: County Executive Officer

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



## COUNTY FINANCE DIRECTOR

Class Code:  
74130

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE  
Established Date: Jul 1, 1997  
Revision Date: Nov 29, 2012

### SALARY RANGE

\$67.80 - \$125.17 Hourly  
\$11,752.36 - \$21,696.86 Monthly  
\$141,028.37 - \$260,362.34 Annually

### CLASS CONCEPT:

Under general direction, control and direct the development, implementation, and maintenance of the Riverside County budget and various financing programs; advise and assist the County Executive Officer in establishing funding priorities, determining service levels, and allocating budget resources; maximize County revenue resources; and perform other related duties as required.

This single-position class is characterized by being assigned responsibility for supervising development of the County budget, financing capital improvements and insurance programs, providing staff support to the County Bond Debt Advisory Committee, County Asset Leasing Corporation (CORAL), various Joint-Powers Authorities of which the County is a member, and negotiating City/County Redevelopment Cooperation Agreements. The incumbent will also perform specialized administrative assignments of Countywide significance; and supervise Deputy County Executive Officers and analysts assigned to the development, review, and monitoring of the County budget and various financing programs.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the Board of Supervisors.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

### REPRESENTATION UNIT:

Management Resolution - Management

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervise staff of the Budget/Finance Division in performing highly specialized financial functions; prepare the County budget; develop financing systems and strategies for County programs; act as the liaison in budgetary matters with other agencies, taxpayer organizations, and other citizen groups; counsel departments on budgetary and administrative problems; instruct new employees in the County budget processes.
- Develop long-range fiscal planning programs, including economic forecasting and analyses; maintain and improve upon systems for projecting County financial resources and requirements; direct all capital financing projects involving the County; direct the liaison efforts, regarding County financial matters between the department and advisory committees; coordinate financial planning for all programs considered by the Board of Supervisors; develop financing programs and monitoring systems for equipment and capital improvement projects; consult with financial advisors on capital financing projects.
- Coordinate site acquisitions, and the planning and construction of County buildings and facilities of assigned capital projects; instruct new employees in procedures used in capital projects and site acquisitions; establish the need for and control the development of capital projects; develop and recommend policies and procedures for city redevelopment agency agreements.
- Perform budgetary and administrative assignments for County departments; perform difficult analytical studies of organizational structures, systems, procedures, policies, practices, and techniques.
- Propose administrative policies, organizational structures and procedures, and review and amend final recommendations and reports; study statutory requirements relating to the operation of assigned County departments and recommend more efficient ways of compliance, and the possible reinterpretation or amendment of certain requirements; develops and installs staffing control procedures and requests for additional staffing.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a Bachelor's degree in accounting, economics, public or business administration or a closely related field.

Experience: Five years of experience in administrative analysis, budget analysis, and the development of financing programs. (Graduate coursework in public or business administration may be substituted for one year of the required experience on the basis of 30 semester or 45 quarter units equaling six months of full-time experience.)

Knowledge of: The principles and practices of governmental budgeting, public sector finance, and accounting with particular reference to performance budgeting; the principles of public administration and personnel management; the techniques of administrative and governmental accounting; the laws relating to the financial administration of county government; modern office methods and procedures; the dynamics of staff-line relationships.

Ability to: Plan and coordinate the analysis, review, and preparation of the entire county budget; analyze and review the financial practices of county departments; apply statistical methods in the analysis of management methods and problems; recognize problems and develop effective solutions; devise and effectively prepare and present reports and recommendations; evaluate and edit reports and recommendations; establish and maintain effective working relationships with the Board of Supervisors and department heads; represent the County effectively and negotiate with representatives of committees, and other agencies and firms; supervise and evaluate the work of professional staff.

**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.





## ASSISTANT CEO – COUNTY FINANCE OFFICER

Class Code:  
74304

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE  
Established Date: Jan 7, 2016  
Revision Date: Jun 8, 2017

### SALARY RANGE

\$75.81 - \$136.26 Hourly  
\$13,141.21 - \$23,618.94 Monthly  
\$157,694.58 - \$283,427.25 Annually

### CLASS CONCEPT:

Under general direction, depending on area of assignment, assists the County Executive Officer by performing and coordinating responsible administrative work in the fields of budget, financial analysis, and capital financing; controls and directs the development, implementation, and maintenance of the County budget and various financing programs; advises and assists the County Executive Officer in establishing funding priorities, determining service levels, and allocating budget resources; maximizes County revenue resources; and performs other related duties as required.

The Assistant County Executive Officer - County Finance Officer is a single position class reporting to, receiving policy guidance from, and serving as the assistant to the County Executive Officer. This class is characterized by the responsibility for supervising development of the County budget, financing capital improvements and insurance programs, providing staff support to the County Bond Debt Advisory Committee, County Asset Leasing Corporation (CORAL), various Joint-Powers Authorities of which the County is a member, and negotiating City/County Redevelopment Cooperation Agreements. The incumbent will also perform specialized administrative assignments of Countywide significance and supervise Deputy County Executive Officers and analysts assigned to the development, review, and monitoring of the County budget and various financing programs. The Assistant County Executive Officer - County Finance Officer class is distinguished from the Assistant County Executive Officer/HR or EDA in that the latter class is responsible for planning and directing a comprehensive human resources management program or planning, organizing, and directing the activities of the County's Economic Development Agency (EDA).

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

### REPRESENTATION UNIT:

Management Resolution - Management

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervise staff of the Executive Office's Budget/Finance Division in performing highly specialized financial functions, such as preparing the County budget and developing financing systems and strategies for County programs.
- Direct the liaison efforts regarding County financial matters between department and advisory committees; act as the liaison in budgetary matters with other agencies, taxpayer organizations, and other citizen groups; counsel departments on budgetary and administrative problems, and instruct new employees in the County budget processes.
- Perform budgetary and administrative assignments for County departments; perform difficult analytical studies of organizational structures, systems, procedures, policies, practices, and techniques.
- Develop long-range fiscal planning programs, including economic forecasting and analyses; maintain and improve upon systems for projecting County financial resources and requirements; coordinate financial planning for all programs considered by the Board of Supervisors.
- Direct all capital financing projects involving the County; develop financing programs and monitoring systems for equipment and capital improvement projects; consult with financial advisors on capital financing

projects.

- Coordinate site acquisitions, and the planning and construction of County buildings and facilities of assigned capital projects; instruct new employees in procedures used in capital projects and site acquisitions; establish the need for and control the development of capital projects; develop and recommend policies and procedures for city redevelopment agency agreements.
- Propose administrative policies, organizational structures and procedures, and review and amend final recommendations and reports; study statutory requirements and regulatory changes relating to the operation of County departments and recommend more efficient ways of compliance, and the possible reinterpretation or amendment of certain requirements.

**RECRUITING GUIDELINES:**

Education: Graduation from an accredited college or university with a Bachelor's degree in accounting, economics, public or business administration, or a closely related field.

Experience: Four years in an administrative or management capacity in the public or private sector, which involved accountability for administrative or budget analysis, and the development of financing programs. This experience must have included two years coordinating the work of subordinate administrative staff in budgeting and administrative analysis and coordination with other management programs. (Possession of a Master's degree from an accredited college or university in public or business administration, or a closely related field may substitute for one year of the required, non-specialized experience.)

Knowledge of: Principles and practices of public administration including budgeting, contract administration, financial management, and organizational development; principles and practices of governmental budgeting with particular reference to performance budgeting; principles of public administration and personnel management and staff utilization; techniques of administrative and budgetary analysis; principles and practices of public finance and governmental accounting; laws relating to the financial administration of county government; modern office methods and procedures; current trends in public policy affecting assigned division operations and programs; strategic management and managerial team building.

Ability to: Plan and coordinate the analysis, review, and preparation of the entire County budget; analyze and review the financial practices of County departments; devise and effectively prepare and present reports and recommendations; apply statistical methods in the analysis of management methods and problems; recognize problems and develop effective solutions; evaluate and edit reports and recommendations; establish and maintain effective working relationships with the Board of Supervisors and department heads; represent the County effectively and negotiate with representatives of committees, other agencies and firms; plan, supervise, and evaluate the work of professional staff; exhibit tact and diplomacy in politically difficult or controversial situations; direct the collection, interpretation, and evaluation of data and the development of sound solutions to administrative problems; coordinate and initiate actions; implement decisions and recommendations; use communication skills and techniques required for gathering and transmitting information at all functional levels of an organization; prepare and present concise and logical oral or written reports; explain policies, procedures or recommendations on a wide variety of County-related issues.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License may be required.

**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.