



SUMMARY REPORT

Agenda Date: 4/22/2025

To: Board of Supervisors

Department or Agency Name(s): Sheriff's Office

Staff Name and Phone Number: Sheriff Engram, Connie Newton, x. 8884

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Sheriff's Office Appointment of Retiree Extra Help

Recommended Action:

Pursuant to Government Code §7522.56 approve the appointment of Lisa Bratton as a Sheriff's Payroll Department Analyst Retiree Extra-Help, in order to fill a critically needed position within 180 days of her retirement, with an appointment date as early as 04/22/25.

Executive Summary:

Pursuant to the California Public Employees' Pension Reform Act (PEPRA), Government Code §7522.56, an exception can be made to reappoint a retiree as extra-help provided the governing body certifies that the appointment is necessary to fill a critically needed position, in those circumstances where 180 days from the date of retirement has not yet passed. This approval must be in a noticed public meeting and not on a consent calendar. The Sheriff is requesting the appointment of Lisa Bratton as a Sheriff's Payroll Department Analyst in a retiree extra-help capacity to provide critical support in the Sheriff's Payroll Unit during the implementation of a new scheduling software that integrates with the County's payroll system. The Sheriff is requesting an exception, pursuant to the California Public Employees' Pension Reform Act (PEPRA), Government Code §7522.56, to reappoint a retiree as extra-help to provide critical support in the Sheriff's Payroll Unit.

Discussion:

Pursuant to the California Public Employees' Pension Reform Act (PEPRA), Government Code §7522.56, an exception can be made to reappoint a retiree as extra-help provided the governing body certifies that the appointment is necessary to fill a critically needed position, in those circumstances where 180 days from the date of retirement has not yet passed. This approval must be in a noticed public meeting and not on a consent calendar. PEPRA includes other requirements in order for a retiree to be eligible for an Extra-Help appointment, such as not having accepted a retirement incentive and not having accepted unemployment arising out of prior public appointment. The individual and delegated department staff have completed the Retiree Extra-Help Compliance Form certifying the appropriateness of the appointment.

Lisa Bratton, Department Analyst, retired on 3/17/25 after 18 years of service to the Sheriff's Office, all within the Sheriff's Payroll Unit. The Sheriff's Office is in the process of implementing a new scheduling software that integrates with the County's payroll system. Sheriff's payroll is extremely complicated due to the seven different labor agreements, numerous schedules, premium pays, specialty pays, and varying overtime rules associated with the Sheriff's Office 24-hour daily operation, varying bargaining units, job classes and various

schedules. The three-member Payroll Unit processes payroll for nearly 700 employees and makes over 200 corrections to time records every two weeks. They monitor and track 21 different premium pays, shift differential, bilingual pay, standby pay and ensure hours are coded correctly. They manage employee schedules to maintain 24/7 coverage both in Detention and Law Enforcement and are required to process payroll within short, strict, deadlines.

While the new software is anticipated to assist payroll processing over the long term, the implementation and training period will require significant resources. As the project moves closer to implementation, Sheriff's Payroll staff are realizing that the historical expertise Lisa has acquired during her 18 years of work in Sheriff's payroll can be extremely useful to this project's implementation.

Once the project is fully implemented and new staff (two of the three staff are new to their assignments and one project specific, time-limited position was added in February 2025) have time to develop a deeper knowledge of their new roles, Lisa's help should not be needed on an ongoing basis.

County Payroll supports this request. In addition, the Sheriff's Office has consulted with Human Resources Department which is supportive of this recommended action.

In accordance with Government Code section 7522.56, the Sheriff is asking the Board to certify as follows:

- Lisa Bratton's appointment to Sheriff's Payroll Department Analyst Retiree Extra-Help is necessary to fill a critically needed position within 180 days of her retirement date;
- Lisa Bratton did not accept retirement incentives upon her retirement; and
- Lisa Bratton's appointment shall not exceed 960 hours per year.

If the Board of Supervisors makes the foregoing certifications, Lisa Bratton will be hired as of 4/22/25 as a Sheriff's Payroll Department Analyst Retiree Extra-Help.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

1/14/25 - Add time-limited Administrative Aide to Sheriff's Payroll

7/11/2023 - Board of Supervisors approved an Addendum to the County's Agreement with Kronos Incorporated to add Telestaff.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$3,050	\$15,000	
Additional Appropriation Requested			

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Total Expenditures	\$3,050	\$15,000	
Funding Sources			
General Fund/WA GF	\$3,050	\$15,000	
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$3,050	\$15,000	

Narrative Explanation of Fiscal Impacts:

The expenditures shown above assume Lisa will provide 10 hours of support each payroll processing period. The Sheriff's budget includes funds for extra help that will be able to absorb these costs.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

N/A

Related Items "On File" with the Clerk of the Board:

N/A