June 18, 2013

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

REQUEST TO EMPLOY RETIRED COUNTY EMPLOYEES
(Fiscal Impact: $14,528; Budgeted; Discretionary)

The Auditor-Controller-County Clerk Department requests appointments of retired County employees, Mary Munoz and Marilyn Richardson pursuant to Chapter 1, Section 130 of the Kern County policy and Procedures Manual. Their previous experience and skills will be very beneficial to the Auditor-Controller-County Clerk during the poll worker training in the upcoming elections.

Mary Munoz is a retired Welfare Fraud Investigator and Marilyn Richardson is a retired Eligibility Worker II. Both employees have been retired more than 180 days. They have agreed to work as Office Services Assistants, Range 46.0, Step E. These employees were working as retired/rehired employees for the May and June elections. This request is made so that they may be rehired effective July 1, 2013 to work on elections in fiscal year 2013-14.

The cost of hiring Ms. Munoz and Ms. Richardson is estimated to not exceed $14,528 for the 2013-14 fiscal year. The Auditor has sufficient appropriation available in Budget Unit #1420 to fund these positions.

Therefore, IT IS RECOMMENDED that your Board authorize the appointments of retired County employees Mary Munoz and Marilyn Richardson as Office Services Assistants effective July 1, 2013, Salary Range 46.0, Step E, in an amount not to exceed $14,528 for the period expiring June 30, 2014 or 960 hours, whichever occurs first.

Sincerely,

Mary B. Bedard
Mary B. Bedard, CPA
Auditor-Controller-County Clerk

MBB: sr

cc: Administrative Office