

## **RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION APPROVING THE HIRING OF RETIRED EXECUTIVE ASSISTANT CAROLYN THOMAS TO AN EXTRA-HELP POSITION TO PROVIDE CRITICAL ADMINISTRATIVE SUPPORT TO THE SHERIFF AND CERTIFYING, PURSUANT TO GOVERNMENT CODE SECTION 7522.56(F)(1), THAT THE NATURE OF EMPLOYMENT AND APPOINTMENT IS NECESSARY TO FILL A CRITICALLY-NEEDED POSITION BEFORE THE POST-RETIREMENT 180-DAY SEPARATION PERIOD EXPIRES**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the Sheriff's Executive Assistant plays a critical role in the executive team by processing confidential materials that require the direct attention of the Sheriff and/or executive team. The position requires participation in management activities requiring a good working knowledge of the organization and programs under the Sheriff's Office jurisdiction and an intimate knowledge of the Sheriff's policies and views; and

**WHEREAS**, Ms. Thomas has handled these duties for the Sheriff for 26 years, and her extensive knowledge of the Sheriff's Office will be critical during the transition to her replacement; and

**WHEREAS**, Government Code §7522.56 requires a One-Hundred Eighty (180) day separation period, as established by the California Public Employees' Pension Reform Act, unless the employer's governing body makes a finding by certifying that the appointment is necessary to fill a critically-needed position before the One-Hundred Eighty (180) day separation period has passed; and

**WHEREAS**, Ms. Thomas' assistance is needed prior to the expiration of the One-Hundred-Eighty (180) day separation period; and

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors hereby approves the hiring of retired Executive Assistant, Carolyn Thomas to an extra help position in order to provide assistance with training to her successor pursuant to Government Code §7522.56(f)(1), and finds that the nature of employment and appointment is necessary to fill a critically-needed position before Ms. Thomas' post-retirement 180 day separation period expires.

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