



BOARD OF RETIREMENT

Staff Report

File #: 19-727

Agenda Date: 2/6/2020

Agenda #: 16.

FROM: Stacey Barnier, Director of Human Resources & Risk Management

SUBJECT: Special Assignment Compensation for two Retirement Benefits Technicians in the Member Services Department and the Senior Executive Secretary in the Investment Services Department

RECOMMENDATION:

Approve Special Assignment Compensation in the amount of 7.5% of base salary for two Retirement Benefits Technicians in the Member Services Department and extension of Special Assignment Compensation in the amount of 7.5% of base salary for the Senior Executive Secretary in the Investment Services Department, effective February 1, 2020 through March 31, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

BACKGROUND:

Alva Castro and Stephanie Cardenas in the Member Services department have assumed the majority of the duties for a Retirement Specialist who is presently on an extended leave of absence during the peak of retirement season. As such, it is appropriate that Ms. Castro and Ms. Cardenas be compensated for the performance of these additional duties to maintain service levels to our members while we are short-staffed. Staff recommends that SAC pay should continue through March 31, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

In order to allow for recruitment time for the vacant position of Office Specialist in the Investment Services Department, staff contends that it is appropriate that SAC pay for Erin Calicchio be approved. An offer was extended to a candidate who subsequently accepted another position. There were no other viable candidates for the position and the recruitment was reopened. Staff recommends that SAC pay should continue through March 31, 2020, or such sooner date as the CEO determines SAC pay is no longer appropriate.

BUDGET IMPACT:

Costs for this item, in the amount of \$725 per pay period (calculated at the current base pay), were not included in the administrative budget, but funds exist due to cost savings from temporarily vacant positions.

STRATEGIC PLANNING GOAL/OBJECTIVE:

Operational Excellence & Efficiency

STAFF CONTACT:

Stacey Barnier

ATTACHMENTS:

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None.