



**NOTICE OF AND AGENDA FOR  
SPECIAL MEETING OF THE CITY COUNCIL  
TOWN OF COLMA**

**Colma Community Center  
1520 Hillside Boulevard  
Colma, CA 94014**

**and**

**Teleconference Location:  
Top Floor of Parking Structure Near Nordstrom Entrance  
130 Hillside Shopping Center  
San Mateo, CA 94403**

**Friday, July 27, 2018  
1:00 p.m.**

**NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for transacting the following business:**

- 1. NEW BUSINESS:** Motion to Adopt a Resolution Appointing Leticia Juárez as Interim Human Resources Manager.

Posted: July 26, 2018

  
Caitlin Corley, City Clerk





# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Brian Dossey, City Manager  
VIA: Christopher J. Diaz, City Attorney  
MEETING DATE: July 27, 2018  
SUBJECT: Appointment of Interim Human Resources Manager

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## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPOINTING LETICIA JUÁREZ AS INTERIM HUMAN  
RESOURCES MANAGER

## EXECUTIVE SUMMARY

The Town's current interim Human Resources Manager has submitted his notice of resignation. The recruitment process for a new Human Resources Manager is ongoing with the Town's evaluation of applicants expected shortly. As such, it is necessary to appoint another interim Human Resources Manager to serve pending the completion of the recruitment process.

Staff is recommending hiring Ms. Juárez for a single limited-term appointment to perform the duties of the Human Resources Manager position while recruitment for a permanent Human Resources Manager is underway. Given the need for continuity and a highly trained professional to lead the Town's Human Resources department, staff recommends hiring Ms. Juárez commencing on the day that the current interim appointment terminates. Ms. Juárez would serve the Town until the date immediately preceding the date on which the permanent appointee to the vacant position of Human Resources Manager for the Town commences his/her employment or, if earlier, the date that this appointment is terminated by the Town or Ms. Juárez as shall be specified in the employment agreement. As a CalPERS retired annuitant, Ms. Juárez's hours working for the Town, and any other CalPERS employer, cannot exceed 960-hours in the fiscal period from July 1 through June 30.

Since the proposed appointment of Ms. Juárez is to a vacancy, Government Code Section 21221(h) requires that the appointment be made by the City Council.

## FISCAL IMPACT

Ms. Juárez would be paid an hourly rate of \$61.11 per hour, which is no less than the minimum nor more the maximum monthly base salary paid to a person serving in the Human Resources

Manager position, divided by 173.333 to equal the hourly rate. She will not be entitled to any additional compensation, benefits, leave or paid holidays.

## **BACKGROUND/ANALYSIS**

Government Code Section 21221(h) permits the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours, inclusive of hours worked for other CalPERS employers during same period, in a fiscal year. Ms. Juárez has substantial experience in human resources management. Thus, Ms. Juárez has the specialized skills necessary to perform the duties of Human Resources Manager on an interim basis while the Town conducts recruitment for a permanent Human Resources Manager. Staff has worked with the City Attorney to ensure that additional requirements, such as ones that relate to compensation, will be met.

Included in the Council's agenda packet is the required resolution to appoint a retiree pursuant to Government Code Section 21221(h).

## **COUNCIL ADOPTED VALUES**

The Staff recommendation is consistent with the Council adopted values of:

- *Fairness*: Make decisions based on the merits of the issue; and
- *Responsibility*: Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the agency, especially its financial stability.

## **ALTERNATIVES**

Council could choose to reject Staff's recommendation. This would temporarily leave the Town without leadership in the Human Resources department.

## **CONCLUSION**

Staff recommends adopting the attached resolution which appoints Leticia Juárez as interim Human Resources Manager.

## **ATTACHMENT**

- A. Resolution Appointing Leticia Juárez as Interim Human Resources Manager
- B. Leticia Juárez Bio

**RESOLUTION NO. 2018-\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPOINTING LETICIA JUÁREZ AS INTERIM  
HUMAN RESOURCES MANAGER**

The City Council of the Town of Colma does hereby resolve:

**1. Background.**

(a) Government Code Sections 7522.56 and 21221(h) permits the City Council to appoint a California Public Employees' Retirement System ("CalPERS") retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year.

(b) The position of Human Resources Manager will become vacant beginning on the day that the current interim appointment terminates. This shall occur on the last day of the current incumbent's resignation notice period, which is scheduled for August 3, 2018.

(c) In order to retain efficient and uninterrupted operation and management of the Town's human resources department, the City Council desires to retain the services of Leticia Juárez, who is a retired member of CalPERS, to serve as interim Human Resources Manager, effective on the day that the current interim appointment terminates.

(d) Leticia Juárez has substantial experience in human resources administration, with expertise in management of human resources operations, recruitment, and employee development and training.

(e) An appointment under Government Code Section 21221(h) requires an active, publicly posted recruitment for a permanent replacement.

(f) The current status of this recruitment is ongoing.

(g) This Section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent replacement for the vacant position of Human Resources Manager commences his or her employment or, if earlier, the date that this appointment is terminated by the Town or Leticia Juárez.

(h) It is understood by the Town and Leticia Juárez that the combined total hours to be served by Leticia Juárez in any fiscal year, for all CalPERS employers combined, shall not exceed the 960-hour limitation set forth in California Government Code Section 21221(h) and Section 7522.56(d).

(i) The compensation paid to retired annuitants 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 an hourly rate.

(j) The maximum base monthly salary for this position is \$10,592.38 and the hourly equivalent is \$61.11, and the minimum base monthly salary for this position is \$8,713.45 and the hourly equivalent is \$50.27.

(k) The hourly rate to be paid to Leticia Juárez is \$61.11.

(l) Leticia Juárez has not and will not receive any other benefits, incentives, compensation in lieu of benefit or any other form of compensation in addition to this hourly pay rate.

(m) Pursuant to Government Code Section 7522.56(e)(1), Leticia Juárez must certify in writing to the Town upon accepting an offer of employment that she has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to Section 7522.56 during the 12-month period preceding the effective date of this appointment.

## **2. Findings.**

The City Council finds that:

(a) All facts set forth in the background section of this Resolution are true and correct.

(b) Leticia Juárez has the specialized skills needed to perform the work required of the Human Resources Manager position on an interim basis until a permanent Human Resources Manager is appointed by the Town and thereafter begins service.

## **3. Order.**

(a) The City Council hereby appoints Leticia Juárez as Human Resources Manager effective on the day that the current interim appointment terminates, until the date immediately preceding the date on which the permanent replacement for the vacant position of Human Resources Manager commences his or her employment, unless earlier terminated, pursuant to the authority provided under Government Code Sections 21221(h) and 7522.56, pending the recruitment, selection and employment of a permanent Human Resources Manager, to provide the specialized skills necessary to manage the Town's Human Resources Department effectively.

(b) The City Manager is authorized to enter into a Temporary Employment Agreement, consistent with this Resolution and Government Code Sections 7522.56 and 21221(h), effective on the day that the current interim appointment terminates, with Leticia Juárez as interim Human Resources Manager for the Town of Colma in accordance with Government Code Sections 21221(h) and 7522.56.

### Certification of Adoption

I certify that the foregoing Resolution No. 2018-\_\_ was duly adopted at a special meeting of the City Council of the Town of Colma held on July 27, 2018, by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Raquel Gonzalez, Mayor					
Joanne del Rosario, Vice Mayor					
Diana Colvin					
Helen Fisicaro					
John Goodwin					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel Gonzalez, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk





## Leticia (Letty) Juárez

(650) 224-6212

## Human Resources Services

[Ljuarez4HR@Gmail.com](mailto:Ljuarez4HR@Gmail.com)

Leticia Juarez provides human resources services in the core areas of human resources and management. Letty is a human resources professional, generalist and manager specializing in classification & compensation; recruitment & selection; and employee development & training. She is highly skilled at day-to-day operations and management of human resources operations by using soft and people skills, along with her many years of HR experience, when advising, consulting or recommending to HR customers regarding HR related issues or concerns. She uses these skills and talent to assist Department Heads, Managers, Supervisors and Employees in HR related areas.

As a division manager Letty has managed the operations of human resources for public agencies over the past thirty years, including harassment investigations, ADA accommodation, interactive processes, industrial disability, light/modified duty; performance evaluations, work plans, discipline processes, employee benefits, workers' compensation; interactive process and more.

Letty's commitment to and passion for employee development continues with her consulting. She is a founding member of Regional Training & Development Consortium for Public Agencies-<http://hr.smcgov.org/regional-training-development-consortium-public-agencies#sthash.yNkkyZaQ.dpuf> formed in 2009 and spent two years with the consortium developing procedures, standards and core training curriculum that would work best for government agencies within San Mateo County.

In addition to employee training and development, Letty has a passion for **recruitment and selection**. She enjoys developing and administering assessment centers, examination exercises, performance examinations, and structured panel interviews to arrive at eligible lists that facilitate the various departments with the back group and hiring process of staff. Her innovation and resourcefulness placed her as one of the presenters at the 2006 & 2007 POST Recruitment conferences.

Letty gained her expertise while a division manager for the City of San Mateo, City & County of San Francisco's Airport Commission and City of South San Francisco. As a consultant, the City of Berkeley for recruitment and policies updates; Rancho Cordova and Pacific Grove for recruitments; The Town of Atherton, City of Half Moon Bay, City of Pacifica and the Municipal Pooling Authority of Northern California sought Letty out to manage their human resources operations during the transitioning of their own professional staff.

### EDUCATION

Notre Dame de Namur University, Belmont, CA

- BS Human Services, emphasis in Human Resources Management

### CERTIFICATIONS

UC Berkeley, Berkeley, CA

- Human Resources Management, Certification
  - Human Resources Training Management Certification
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