



## CLASSIFICATION SPECIFICATION FOR EXTRA HELP RETIRED ANNUITANT (TEMPORARY / HOURLY)

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

### **POSITION SUMMARY**

An Extra-Help Retired Annuitant is a CalPERS retiree, either from the City of Carmel-by-the-Sea or another CalPERS agency, hired by the City of Carmel-by-the-Sea to perform work similar to the work performed in the classification from which they retired or for which they possess the required skills. Appointees are assigned to perform duties of a temporary nature not to exceed nine-hundred sixty (960) working hours in any one fiscal year. Positions are categorized according to their functional responsibilities.

The purpose of the appointment to Extra-Help Retired Annuitant is to supplement the work that regular staff can perform, such as performing work to eliminate backlog, conduct a special project, or perform work in excess of what current regular staff can perform. As soon as the work or project for which the City hired the Extra-Help Retired Annuitant is complete, the appointment ends.

Appointment to Extra-Help Retired Annuitant position is an at-will temporary/hourly position with no rights to continued employment, and receives no benefits.

### **MINIMUM QUALIFICATIONS**

Individuals hired as an Extra-Help Retired Annuitant must meet the minimum qualifications of the City of Carmel-by-the-Sea classification that ordinarily performs the duties that are assigned to the Extra-Help Retired Annuitant. Extra-Help Retired Annuitants must have a minimum of six (6) months break in service from the effective date of their retirement before they can be appointed as an Extra-Help Retired Annuitant, unless the appointment is to perform work that is critical and approved by City Council, or for firefighter/paramedic or peace officer work performed by a retired firefighter/paramedic or police officer. Extra-Help Retired Annuitants must maintain current and continuing status as a retiree. The City cannot hire an Extra-Help Retired Annuitant that has received unemployment insurance payments from a CalPERS employer within 12 months of appointment with the City. As soon as the Extra-Help Retired Annuitant accepts employment with the City, he or she must certify in writing compliance with this requirement.

**KNOWLEDGE AND ABILITIES:**

The level and scope of the knowledge, skills, and abilities required of the appointee in this classification are described in the class specification for the City of Carmel-by-the-Sea classification that ordinarily performs the duties that are assigned to the Extra-Help Retired Annuitant.

**LICENSE AND CERTIFICATION:**

Individuals hired as an Extra-Help Retired Annuitant must possess any required Licenses/Certifications in the City of Carmel-by-the-Sea classification that ordinarily performs the duties that are assigned to the Retired Annuitant.

**SPECIAL REQUIREMENTS**

Depending upon the position assignment, may require a valid Class C California driver’s license, acceptable driving record, and proof of insurance in compliance with the City’s Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Carmel-by-the-Sea employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Representation: Unrepresented, At-Will, Hourly	EEOC Category:	FLSA:
Established date: August 1, 2018 Adoption date: June 5, 2018 (pending approval) Resolution No:		