



MEMORANDUM

TO: CIRM GOVERNING BOARD
FROM: CIRM LEADERSHIP
SUBJECT: Request to Waive 180-Day Waiting Period to Hire Retired Annuitants
DATE: MAY 2019

EXECUTIVE SUMMARY

Retired Annuitants (RA) are persons retired from a state agency who are subsequently appointed to perform mission critical work that is temporary in nature. Appointing authorities are authorized to hire RAs to perform duties that have been deemed by the department to be critical to the department's core mission. A retired person shall not be eligible for employment as an RA for a period of 180 calendar days after the date of retirement *unless the appointment is necessary to fill a critically needed function.*

For the reasons set forth below, the team requests the ICOC approve waiver of the 180-day wait period to employ Patricia Olson (Vice President, Discovery & Translation) and Chila Silva-Martin (Vice President, Finance) after their respective retirements in order to fill critically needed functions.

I. Requirements for Hiring Retired Employees

Retired Annuitants (RA) are persons retired from a state agency who are subsequently appointed to perform mission critical work that is temporary in nature. Appointing authorities are authorized to hire RAs to perform duties that have been deemed by the department to be critical to the department's core mission. A retired person shall not be eligible for employment as an RA for a period of 180 calendar days after the date of retirement, unless the appointment is necessary to fill a critically needed function.

Pursuant to California Government Code (GC) sections 7522.56 and 21224, approval must be obtained by the ICOC before employing an RA prior to expiration of the 180-day wait period.

II. Retired Annuitants to be Employed – Justifications

A. Dr. Patricia Olson:

CIRM is requesting to hire Pat Olson as a RA, within the Discovery and Translation (D&T) Unit within CIRM, after her retirement from the position of Vice President, D&T, prior to the 180-day separation requirement pursuant to GC sections 7522.56 and 21224. The retirement date is June 30, 2019.

This hire will be temporary in nature and will not be appointed to a budgeted position on a permanent basis; instead, the appointment will be in the temporary help blanket. This appointment shall not exceed a maximum of 960 hours in any fiscal year (July-June).

CIRM has an immediate need for a particular skill set that only this RA can provide, while the new manager learns the role of the D&T position. Some of these duties include but are not limited to:

- Bring expertise and experience to the development of a Strategic Plan for the new CIRM in collaboration with the President & CEO, CIRM and the other members of the CIRM Leadership Team;
- Provide needed expertise and experience as necessary;
- Facilitate the transfer of knowledge, including institutional knowledge of the D&T;
- Provide advisement and recommendations to the President & CEO and members of the Leadership Team as needed;

Due to the uncertainty of CIRM's future, it is not feasible to recruit for a permanent Vice President, D&T replacement. As such, the RA will ensure the new manager is advised regarding the critical D&T functions and thereby ensure team members are able to effectively and efficiently perform the functions of their jobs. Hire of this RA will prevent any disruption in normal business that may result in failure of CIRM business operations.

Based on the critical need of this expertise in the D&T Unit, and to avoid any disruption in normal business that may result in failure of business operations, CIRM is requesting approval from the ICOC Board to grant an exception to the RA 180-day waiting period, as this appointment is necessary to fill a critically needed position.

B. Chila Silva-Martin:

CIRM is requesting to hire Chila Silva-Martin as a RA, within the Finance Unit, after her retirement from the position of Vice President, Finance, prior to the 180-day separation requirement pursuant to GC sections 7522.56 and 21224. The retirement date is August 29, 2019.

This hire will be temporary in nature and will not be appointed to a budgeted position on a permanent basis; instead, the appointment will be in the temporary help blanket. This appointment shall not exceed a maximum of 960 hours in any fiscal year (July-June).

CIRM has an immediate need for a particular skill set that only this RA can provide, while the new manager learns the role of the Finance position. Some of these duties include but are not limited to:

- Act as an advisor to the new manager regarding all aspects of the Finance Unit within CIRM;
- Facilitate the transfer of knowledge, including institutional knowledge, while acting as a mentor and guide to the new manager of Finance, regarding the State of California fiscal process;
- Ensure facilitation of the new manager as the primary point of contact for external stakeholders; specifically Department of Finance, State Treasurer's Office, and the State Controller's Office;
- Provide advice and recommendations to the President & CEO and members of the Leadership Team as needed on long-term financial planning and other areas as necessary for CIRM;
- Facilitate with the new manager, the managing of the processes for financial forecasting and budgets, and ability to oversee the preparation of all financial reporting;
- Review all formal finance-related procedures to ensure compliance with all State of California fiscal regulations.

Due to the uncertainty of CIRM's future, it is not feasible to recruit for a permanent Vice President, Finance replacement. As such, the RA will ensure the new manager is advised regarding the critical Finance functions and the Finance Team Members are able to effectively and efficiently perform the functions of their jobs. Hire of this RA will prevent any disruption in normal business that may result in failure of CIRM business operations.

Based on the critical need of this expertise in the Financial Unit, and to avoid any disruption in normal business that may result in failure of business operations, CIRM is requesting approval from the ICOC Board to grant an exception to the RA 180-day waiting period, as this appointment is necessary to fill a critically needed position. Further, CIRM requests it be allowed to hire Chila Silva-Martin as the RA, to provide the Finance Unit and its new manager her specialized skills that are needed in performing the critical work as named above, for a limited duration.

Requested Action: The CIRM team requests approval to appoint Dr. Olson and Ms. Silva-Martin as Retired Annuitants to the positions described above.