



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: June 16, 2015

Subject: Temporary Hire of County Retiree - Waiver of 180 day "Sit Out" Period

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**RECOMMENDATION(S):**

1. EXTEND the appointment of Dorothy Sansoe as a temporary County employee effective July 1, 2015; and
2. FIND that the appointment of Dorothy Sansoe is necessary to fill a critically needed position.

**FISCAL IMPACT:**

100% General Fund

**BACKGROUND:**

Dorothy Sansoe retired as a Senior Deputy County Administrator from the County Administrator's Office on July 10, 2014. On November 4, 2014 the Board of Supervisors approved and authorized the County Administrator to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **06/16/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 16, 2015

David Twa, County Administrator and Clerk of the Board of  
Supervisors

Contact: David Twa, County  
Administrator (925) 335-1080

By: June McHuen, Deputy

cc:

#### BACKGROUND: (CONT'D)

hire Ms. Sansoe as a temporary County employee through June 30, 2015.

As a Senior Deputy County Administrator, Ms. Sansoe was responsible for managing county-level administrative and budgetary activities of her assigned departments, and other departmental functional program areas as assigned. Her assignments included the Health Services Department and the Employment and Human Services Department, the two largest County departments with uniquely diverse operational needs.

A recruitment has been conducted to find a qualified candidate to fill the vacancy that resulted from Ms. Sansoe's retirement and a new candidate has been hired effective July 1, 2015. Nevertheless, the County Administrator's Office acknowledges Ms. Sansoe's expertise on the complexity of her previously assigned departments and believes her services will be critical in ensuring a smooth transition with a new hire. In addition to the current administrative and budgetary activities of departments, Ms. Sansoe's knowledge and expertise may be required to support a new hire through the FY 2016-17 budget development process. As needed, the County Administrator's Office may also utilize Ms. Sansoe's services for special projects that require county-level knowledge and expertise.

#### CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in a significant negative impact to the County Administrator's Office and the Health and Human Services departments.

#### CHILDREN'S IMPACT STATEMENT:

Not applicable.